Vacancy Announcement #26-09

Position:	Full-time Career Law Clerk to a United States Magistrate Judge
Classification Level:	JSP 11/1— JSP 14/10
Salary Range:	$74,678—$163,514
Location:	Greenville, South Carolina
Opening date:	October 15, 2026
Closing date:	Open until filled
Number of Positions:	One

POSITION

The United States District Court for the District of South Carolina invites applications for the position of Career Law Clerk to the Honorable William S. Brown, United States Magistrate Judge. One law clerk position is available.

Principle duties of the position include:

- Research substantive and complex issues of federal and state law;
- Draft legal memoranda, opinions and orders;
- Prepare the Judge for hearings, settlement conferences, and trials;
- Perform basic administrative desk duties for the Judge;
- Assist the Judge and other staff members with case and chambers management;
- Generally provide legal counsel and support to the Judge; and
- Exhibit the highest standards of excellence and integrity.

MINIMUM QUALIFICATIONS

At the time of appointment, the candidate must possess the following minimum requirements:

- Graduate of an ABA accredited law school with excellent academic credentials;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment;
- Proficiency in computer skills and word processing skills;
- Excellent oral and written communication skills; and
- Bar membership.

PREFERRED QUALIFICATIONS

- Prior federal clerkship experience;
- At least one year of post-JD legal work experience;
- Prior litigation experience with significant written motion practice at a top-tier law firm or public agency;
- Law review or any significant legal writing experience; and
- Experience and/or interest in the habeas corpus law, constitutional law, civil rights, prisoner litigation, and/or employment law.

COMPENSATION AND BENEFITS

Compensation will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Guide to Judiciary Policy. Benefits include Federal Employees Retirement System (FERS), Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), Thrift Savings Plan (TSP), supplemental dental and/or vision insurance, and flexible spending accounts.

INFORMATION FOR APPLICANTS

- As a condition of employment, the successful candidate is required to undergo an FBI background check. The selectee may be appointed provisionally, with retention dependent upon a favorable suitability determination from the background check.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- Applicants selected for interview must travel at their own expense. Relocation expenses will not be reimbursed.
- The United States District Court requires employees to adhere to the *Code of Conduct for Federal Judicial Employees*, which is available to applicants to review upon request.

HOW TO APPLY

Interested applicants should apply to Judge Brown's chambers at brown_ecf@scd.uscourts.gov with a cover letter, resume, and writing sample.

Due to the volume of applications received, the U.S. District Court will only communicate with those individuals who may be interviewed.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

The Federal Judiciary is an Equal Employment Opportunity Employer