

UNITED STATES DISTRICT COURT DISTRICT OF SOUTH CAROLINA

Position: Pro Se Law Clerk
Pro Se Law Clerk positions are subject to available funding, dependent upon annual court filings.

Vacancy #: 26-07

Starting Salary: JSP 11/1 (\$74,678) to JSP 14/1 (\$125,776), depending upon experience, qualifications, and bar membership.
Note: Current or former judiciary employees may start at a higher salary, if highest previous rate (HPR) is approved, which could be up to JSP 14/10 (\$163,514)

Location: Hiring one in **Greenville**

Tour of Duty: Full Time

Opening Date: July 13, 2026

Closing Date: July 27, 2026

POSITION DESCRIPTION

Pro Se Law Clerks are a significant resource for the federal court. Pro Se Law Clerks are appointed and supervised by the Chief District Judge and serve at his or her pleasure. The Chief Judge may assign Pro Se Law Clerks to work under the immediate direction of another supervising district or magistrate judge designated by the Chief Judge. Pro Se Law Clerks provide substantive legal analysis, advice, and assistance on cases pending before the District Court and on other court-related legal issues. The specific job duties to be performed are at the designated supervising judge's discretion, subject to parameters established by the Chief Judge and other judges. For example, duties may include, but are not limited to, initial review, screening and analysis of prisoner and other pro se cases and drafting of appropriate legal documents; legal research and drafting of proposed Orders or Reports and Recommendations; preparing legal memoranda for the supervising judge's review and consideration; and such other duties as may be assigned by the designated supervising judge or the Chief Judge. Pro Se Law Clerk positions are subject to the availability of continued funding, which is determined every two years.

QUALIFICATIONS

Applicants must possess a Juris Doctor from a law school of recognized standing and have excellent academic credentials. They must be a member of a State Bar. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research, Windows, WordPerfect and Word. Desirable qualifications include: detail oriented, reliable, ability to work independently, excellent oral and written communications skills, and an understanding of court processes and procedures. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

MISCELLANEOUS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for the position. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B). Judiciary employees serve under excepted service appointments and are considered “at-will” and can be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request. This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background check. All information provided by applicants is subject to verification and background investigation.

BENEFITS AVAILABLE

- The opportunity to serve in a rewarding public service position.
- Paid federal holidays.
- Extensive health, life, dental, and vision insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax medical and childcare reimbursement accounts.

Employees of the U.S. District Court are not classified under Civil Service.

APPLICATION INFORMATION AND PROCESS

Qualified persons interested in being considered are invited to submit one PDF document containing a cover letter detailing related experience and accomplishments, a resume, Application for Judicial Branch Employment (AO-78), which can be found at <https://www.uscourts.gov/services-forms/forms>, a writing sample, and list of at least three professional references, including names and current contact information.

All application materials must be received by **4:00 p.m. on Monday July 27, 2026** and are to be sent via email to personnel@scd.uscourts.gov and include “**Pro Se Law Clerk – #26-07**” in the subject line. Hard copies and faxed copies of applications will not be accepted.

If your application packet does not provide all information requested, you may not be considered for this position.

All application materials received will be reviewed to identify the best qualified candidates.

Only applicants selected to proceed to the next phase of the selection process will be notified.

The United States District Court is an Equal Opportunity Employer