

# UNITED STATES DISTRICT COURT DISTRICT OF SOUTH CAROLINA

**Position:** Term Law Clerk

*(This position is in ADDITION to the temporary law clerk position posted to cover another law clerk's maternity leave. Candidates may apply for BOTH positions.)*

**Vacancy #s:** 19-05

**Salary Range:** JSP 11 – \$62,236 - \$80,912  
JSP 12 – \$74,596 - \$96,978  
JSP 13 – \$88,704 - \$115,313

*Starting salary is dependent upon experience, qualifications, and bar membership.*

**Location:** Anderson, SC

**Tour of Duty:** Full Time

*(term clerk may be appointed for up to four years at the discretion of the Judge)*

**Opening Date:** August 28, 2019

**Closing Date:** Open until filled

*(Preference given to applications received by September 15, 2019)*

**Available Date:** October 1, 2019

## THE POSITION

This vacancy is for a term law clerk to the Honorable Timothy M. Cain, United States District Judge. The law clerk has full responsibility for assigned civil and criminal cases. The law clerk reviews complaints for jurisdiction, drafts proposed orders, conducts legal research, manages a civil docket, assists with and attends court proceedings, acts as a legal advisor on pending litigation, prepares orders, makes recommendations based on the law, and performs other duties as assigned. Other duties will include administrative duties such as handling the chambers' calendar, answering the phone, and greeting visitors. There is daily interaction with the Judge and the other law clerks concerning legal and court-related issues.

This position requires a detail-oriented self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete assignments accurately and in a timely manner. Candidates must have excellent communication and organizational skills. Maturity, ethics, and commitment to the law are required. Some travel may be required. Additionally, the applicant must be proficient in computer assisted research, Windows, and Microsoft Word.

This appointment is intended to last for at least one (1) year from the date of appointment, with the Judge having the option to extend the appointment for an additional period of time not to exceed four (4) years.\* This position is located in Anderson, SC, in the chambers of the Honorable Timothy M. Cain. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues on the law. While the nature of the matters presented are serious, the office environment is personable. There is daily interaction with the Judge and other court staff.

*\* Lifetime Limitation – No individual is permitted to serve in the Judiciary for more than four (4) years (whether full-time or part-time) in a Term Law Clerk capacity on or after September 18, 2007. Service as a Term Clerk prior to September 8, 2007, will not be counted towards the four (4) year lifetime limitation.*

## QUALIFICATIONS

To qualify for the position of law clerk at salary level JSP 11, a person must be a law school graduate and have **one or more** of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;

- Experience on the editorial board of a legal journal of such school; or
- Demonstrated proficiency in legal studies which, in the opinion of the Judge, is the equivalent of one of the above. Some examples of criteria which are considered to be acceptable as equivalent include:
  - Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif; or
  - Winning a moot court competition or membership on a moot court team that represents the law school in competition with other law schools.

This list is not all-inclusive. The determination of an acceptable equivalence rests with the appointing Judge.

To qualify for the position of law clerk at salary level JSP 12, a person must be a law school graduate, have one year of full time legal work experience performed after graduation from law school, be a member of the bar of a state, territorial, or federal court of general jurisdiction and have one or more of the attributes listed in the first paragraph under Qualifications.

### **PREFERRED QUALIFICATIONS**

Preference will be given to applicants who possess law review/journal experience, are in the top 15% of class, and who have post-law-school legal work experience. Experience with Westlaw is also preferred. Demonstrated legal writing of the highest quality is required.

### **BENEFITS**

Term clerks are eligible for health insurance. Depending on the length of the term, clerks may also be eligible for dental, vision, and life insurance. Paid vacation time and paid sick time may also be available. Parking is provided on-site at no cost.

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP).

### **APPLICANT INFORMATION**

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. In the event that the position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the United States District Court serve under “Excepted Appointments” and are considered “at will” employees.

This position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

### **HOW TO APPLY**

Qualified persons interested in being considered are invited to submit a cover letter detailing related experience and accomplishments; a resume; an Application for Judicial Branch Employment (AO-78), which can be found at [www.uscourts.gov](http://www.uscourts.gov) under Services & Forms; a writing sample; and list of at least three (3) professional references, including name and current contact information.

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

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Application packets are to be either mailed or emailed. Mailed applications should be sent to:

United States District Court  
The G. Ross Anderson, Jr. Federal Bldg. & U.S. Courthouse  
315 South McDuffie Street  
Anderson, SC 29624

Emailed applications should be emailed in PDF format to [cain\\_ecf@sdc.uscourts.gov](mailto:cain_ecf@sdc.uscourts.gov).

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF SOUTH CAROLINA  
IS AN EQUAL OPPORTUNITY EMPLOYER**