

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



POSITION: *Pro Se* Law Clerk, Part Time Temporary*
VACANCY NUMBER: 2013-07
SALARY RANGE: \$57,408 (JSP 11/1) to \$125,695 (JSP 14/10), depending on qualifications**
DATE POSTED: December 23, 2013
CLOSING DATE: January 17, 2014, at 12:00 noon

* Position may become full time and/or permanent without further competition

** Salary range is divided in half for part time position

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a part time temporary *Pro Se* Law Clerk (20 hours per week). This temporary position is for one year and one day and may be extended but may not exceed four years, unless it becomes permanent. The *Pro Se* Law Clerk provides legal advice and assistance to the court in connection with prisoner petitions and complaints. The successful candidate for this position will report to the Chief Judge in the East St. Louis courthouse and may qualify for regular, recurring, or ad hoc telework.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Performs substantive screening after the filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints; reviews all complaints, petitions, and pleadings that have been filed to identify issues involved and basis for relief; performs substantive screening of other *pro se* litigation; drafts appropriate recommendations and orders for the court's signature; conducts research to assist the court in preparing opinions; maintains liaison between the court and litigants, and corresponds with other officials as required; reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate; compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Identifies problem areas, makes recommendations, and offers solutions, as required by the court, Administrative Office, and other officials. Keeps abreast of changes in the law to aid the court in adjusting to new legislation in the *pro se* area. Provides information, guidance, and advice to judges, magistrates, and other personnel working in the *pro se* area. Advises appropriate personnel on the status of particular cases. Performs other duties as assigned.

QUALIFICATION STANDARDS

To qualify for the position of *Pro se* Law Clerk at a JSP 11, applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- 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 law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience; and to qualify for grade 14, three years of legal work experience. A bar membership also is required to qualify for grades 12, 13, and 14.

LEGAL WORK EXPERIENCE

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

ADDITIONAL PREFERENCES

Experience in the federal judicial system. Experience with electronic case filing systems. Excellent academic credentials, as well as superior research and writing skills. Excellent organization and communication skills. Applicant must possess proficient typing and personal computer skills. Desirable qualifications include: detail oriented, reliable, ability to work independently, excellent oral and written communication skills and analytical skills, and an understanding of court processes and procedures.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Judicial staff employees are covered by the Judiciary Salary Plan (JSP). Federal benefits include paid annual and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

Prior to appointment, the selectee considered for this position is required to undergo an FBI background check. The selectee then may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. As a condition of employment, employees may be subject to updated background checks every five years.

PROCEDURES FOR APPLYING

Submit each of the following (1) cover letter, (2) résumé, (3) AO78 Application for Judicial Branch Federal Employment (located on the court’s website at www.ilsd.uscourts.gov), (4) writing sample limited to no more than 10 pages, and (5) the names, addresses, and telephone numbers of three professional references to:

United States District Court for the Southern District of Illinois
Attn: Personnel Specialist - Confidential, #2013-07
750 Missouri Avenue
East St. Louis, Illinois 62201-2954

Applications must be received by 12:00 noon on the closing date. Please do not email or fax application materials. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

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. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Court’s Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public’s confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk’s Office’s Mission

The mission of the Clerk’s Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.