



- (h) Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro se prisoner area. Advises appropriate personnel on the status of particular cases. Performs other duties as assigned.

### **Qualifications**

To qualify for the position of pro se law clerk, an individual 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:

- (a) 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;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
  - (1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - (2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - (3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
  - (4) Participation in the legal aid or other law school clinical program sanctioned by the law school;\* or
  - (5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.\*

(\*To receive credit, participation and experience could not have been for academic credit.)

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

## 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.

The table below shows the number of years of legal work experience required to qualify for appointment as a pro se law clerk at the applicable JSP grade level.

| JSP Grade Level | Annual Salary Range | Years of Legal Work Experience | Bar Membership |
|-----------------|---------------------|--------------------------------|----------------|
| 11              | \$59,246-\$77,019   | 0                              | No             |
| 12              | \$73,380-\$92,316   | 1                              | Yes            |
| 13              | \$87,258-\$109,781  | 2                              | Yes            |
| 14              | \$103,112-\$129,723 | 3                              | Yes            |

### **CONDITIONS OF EMPLOYMENT:**

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting, and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court’s web site at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>

### **BENEFITS:**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care insurance, optional flexible spending accounts for health and dependent care reimbursement, optional commuter benefits plan, paid holidays, leave accrual, and periodic salary increases.

### **APPLICATION INSTRUCTIONS:**

Qualified persons must submit resume’, cover letter, writing sample, and judiciary application (available on the court’s website: <http://www.tnwd.uscourts.gov/employment-opportunities.php>) detailing qualifications and experience via email to: [tnwd.jobs@tnwd.uscourts.gov](mailto:tnwd.jobs@tnwd.uscourts.gov). Subject line must contain: Job announcement 16-4 Pro Se Law Clerk. **The Court is not authorized to reimburse candidates for travel or relocation expenses. The Federal Building is a non-smoking facility.**

**The U.S. District Court is an Equal Opportunity  
Employer**