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**CAREER OPPORTUNITY**

**UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

**Position Title:** Pro Se Law Clerk (0.5 FTE)                      **Position Type:** Part-Time Temp. (20 hrs per week)  
**Announcement No:** 18-08    **Vacancies:** One  
**Date:** October 8, 2018  
**Salary:** JSP 11-14: \$30,609 - \$51,553 (salary range for part-time services)  
**Closing Date:** Open until filled  
**Submit Applications, Resume' and Cover Letter to:** [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov)

\*\*\*\*\* **NOTICE OF VACANCY** \*\*\*\*\*

**DUTY STATION:** This position is currently funded through **12/31/2019 but may be continued dependent upon budget funding.** The position serves the pro se-related needs of the Court District-wide. Teleworkers are acceptable and need not reside in the District.

**POSITION OVERVIEW:** The incumbent primarily provides legal advice and assistance to the Court in connection with pro se prisoner petitions and other legal matters as assigned. Pursuant to action of the United States Judicial Conference at its September 1994 meeting, pro se law clerks are appointed and supervised by the Chief District Judge, under the authority of 28 U.S.C. § 752. The Chief District Judge may delegate this authority to another judicial officer or the clerk, as deemed appropriate.

A Pro Se Law Clerk performs duties and responsibilities such as but not necessarily limited to the following:

- (a) Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature.
- (b) Reviews all pro se prisoner complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- (c) Performs research, as required, to assist the Court in preparing opinions.
- (d) Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
- (e) Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. 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.
- (f) Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- (g) Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.

- (h) 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.

### **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” reflects 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	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	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 and reimbursable employee expenses. 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> As stated above, residing within the Western District of Tennessee is not a condition of employment. Remote employees (teleworkers) are acceptable to the court.

### **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 and judiciary application (available on the court’s website: <https://www.tnwd.uscourts.gov/employment-opportunities.php>) detailing qualifications and experience via email to: <https://www.tnwd.uscourts.gov/employment-opportunities.php>

Subject Line must contain: Job announcement 18-08 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**