



Wendy R. Oliver
Clerk of Court

Memphis
167 N. Main, Rm 242
Memphis, Tennessee 38103

Jackson
111 South Highland
Jackson, Tennessee 38301

www.tnwd.uscourts.gov

Important Dates

Opening Date:
May 17, 2024

Closing Date:
Open until Filled

Anticipated Start Date:
May 2024

Apply to:

tnwdjobs@tnwd.uscourts.gov

The U.S. District Court for the Western District of Tennessee is an Equal Opportunity Employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy #: 24-03

Position: Pro Se Law Clerk (Full-Time)

Classification: JSP 11/1-14/10

Term of Employment: FY 2024; NTE 9/30/2024

Salary: \$72,553 - \$158,860

DUTY STATION: This position is assigned to a Memphis, Tennessee duty station but serves the pro se-related needs of the court district-wide. The Court will consider individuals interested in teleworking.

Position Overview:

The incumbent provides legal advice and assistance to the court in connection with pro se prisoner litigation. 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. The Chief District Judge in this district has delegated supervisory responsibility over Pro Se Law Clerks to a unit supervisor.

A Pro Se Law Clerk performs duties and responsibilities such as the following:

- a) Perform substantive screening of all pro se prisoner petitions filed, including state habeas corpus petitions, federal habeas petitions under 28 U.S.C. § 2241, and civil rights complaints.
- b) Research issues involved in prisoner filings and draft appropriate recommendations and orders for the Court's review and signature.
- c) Review the docket of pending pro se prisoner litigation to assure the proper progress of such cases and advise the Court of those cases where action by the Court is appropriate.
- d) Identify problem areas, make recommendations, and offer solutions, as required by the Court.
- e) Keep abreast of changes in the law in prisoner litigation.
- f) Provide information, guidance, and advice to judges, magistrate judges, and other personnel working in the Pro se prisoner area.
- g) Advise appropriate personnel on the status of particular cases.
- h) Perform other duties as assigned.
- i) Meet deadlines as required by the Court.



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

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:

- 1) 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;
- 2) Experience on the editorial board of a law review of such a school;
- 3) Graduation from such a school with a Juris Doctor degree; or
- 4) 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:
 - a) Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - b) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - c) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools.
 - d) Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
 - e) 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.



Conditions of Employment

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Application Procedure:

Applicants must submit a single PDF document to tnwdjobs@tnwd.uscourts.gov with:

- Cover letter (include Pro Se Law Clerk Vacancy # 24-03)
- Resume'
- Completed Application Form AO-78
- Subject line of email must contain: Pro Se Law Clerk Vacancy # 24-03

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Benefits:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement system and social security systems, life, health, long term care and long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus eleven (11) paid holidays per year.

Detailed information regarding benefits for federal employees can be found [here](#).