

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**Part-Time Pro Se Law Clerk  
Vacancy Announcement No: 14-06**

**Location:** Raleigh, NC

**Salary Grade/Range:** JSP 11 - 14 (\$29,874 - \$65,409)\*

*\*Salary is reflective of a part-time schedule and depends upon experience and qualifications*

**Opening Date:** March 19, 2014

**Closing Date:** Open Until Filled\*\*

\*\* First /Initial Cut-off Date: April 2, 2014

**Description of Vacancy:**

The United States District Court for the Eastern District of North Carolina is seeking highly qualified applicants for a part-time (20 hours per week) pro se law clerk position. The part-time pro se law clerk performs substantive screening before and after the filing of all prisoner petitions and complaints, including state and federal habeas corpus petitions, motions to vacate sentence actions under 18 U.S.C. 4248, 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 dispositive orders for the court's signature; conducts research to assist the court in preparing opinions; maintains liaison between the court and litigants; reviews the docket of pending prisoner litigation to assure the timely progression of such cases in order to meet all deadlines and advises the court of those cases where action by the court is appropriate; prepares non-dispositive orders; assists the court with hearings, conferences, trials and other proceedings; 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 of 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; and, performs other duties as assigned.

**Qualifications:**

To qualify for the position of pro se law clerk, the individual must be a law school graduate (or certified as having completed all law school studies and requirements and merely awaiting conferment of degree) and have standing within the upper third of the graduating class. In addition, the applicant must have excellent academic credentials, as well as superior research, writing, proofreading, organization, and communication skills. The applicant must possess proficient typing and personal computer skills and be competent in WordPerfect, Microsoft Word, Adobe Acrobat, and additional Windows-based applications. Desirable qualifications include: detail oriented, reliable, ability to work independently and with others. A judicial employee must maintain a professional appearance and demeanor at all times.

**Preferences:** Bar membership is preferred. Prior federal court experience, including prisoner civil-rights cases, prison condition cases, federal and state habeas corpus petitions, and motions to vacate is preferred. Prior experience as a pro se or death penalty law clerk is preferred.

### **Conditions of Employment:**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Funding for this position is reviewed annually and is contingent upon the number of case filings and budgetary constraints.

### **Benefits:**

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

### **Application Procedures:**

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, a brief writing sample, copy of law school transcript, three references, and a completed AO 78 Application Form. The AO 78 Application Form may be obtained at [www.nced.uscourts.gov](http://www.nced.uscourts.gov). Preference will be given to application packages that are received by the first/interim cutoff date.

**Application packages should be emailed to: [NCE\\_HumanResources@ncep.uscourts.gov](mailto:NCE_HumanResources@ncep.uscourts.gov)**

Travel and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

**-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-**