

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

**Pro Se Law Clerk  
Vacancy Announcement No: 13-05**

**Location:** Greenville, NC

**Salary Grade/Range:** JSP 11- 14 (\$57,408 - \$125,695)\*

\*Depending upon experience and qualifications

**Opening Date:** September 9, 2013

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

\*\* First /Initial Cut-off Date: September 23, 2013

**Description of Vacancy:**

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Pro Se Law Clerk. This position provides the court with procedural and substantive legal analysis and advice regarding the disposition of cases. The incumbent conducts legal research, reviews case records/filings, drafts proposed opinions, memoranda, and orders, and interacts with attorneys, government agencies, and members of the public. The incumbent will also assist in preparing the calendar and with pretrial conferences and court proceedings. The Pro Se Law Clerk also provides administrative and clerical assistance to the court as needed. This position is available with funding approved through September 30, 2014.

**Qualifications:**

To qualify for the position, an 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 excellent academic credentials, as well as superior research and writing skills. The candidate must be highly motivated; demonstrate a high degree of initiative; possess excellent interpersonal, communicative and organizational skills; and be able to function independently as well as in a team environment. The candidate must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, and able to work in additional Windows-based applications. A judicial employee must maintain a professional appearance and demeanor at all times.

**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.

**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, qualifications, and available funding. Electronic Fund Transfer (EFT) for payroll deposit is required.

**Application Procedures:**

All interested persons should submit an application package which is to include: a cover letter, resume, a brief writing sample not to exceed ten pages, law school transcript, three references, and the official AO 78 Application Form.

The official AO 78 Application Form may be obtained at [www.nced.uscourts.gov/employment](http://www.nced.uscourts.gov/employment). **Preference will be given to application packages that are received by the first/interim cutoff date.**

Application packages should be mailed to:

U.S. District Court EDNC  
Attn: Human Resources  
310 New Bern Avenue, Room 434  
Raleigh, NC 27601

Travel and relocation expenses will not be reimbursed. This agency 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, as the applications will be reviewed as they are filed, 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-

