



U.S. District Court
Northern District of Ohio
Career Opportunity
VA #18-01

Pro Se Law Clerk

Location: Cleveland, Ohio

Reports to: Chief Judge

Classification: JS-11 to JS-14

Salary Range: \$63,717 - \$139,510
(Salary determined by qualifications and, experience)

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Posted: January 5, 2018

Closes: Opened until filled—first consideration will be given to applications received by January 26, 2018.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Pro Se Law Clerk. The duty station for this position is Cleveland, Ohio.

POSITION SUMMARY:

The judges of the U.S. District Court, Northern District of Ohio, are accepting applications for a full-time Pro Se Law Clerk. This position reports to the Chief Judge. The services of the Pro Se Law Clerk are utilized by all judicial officers of the Court to support each judge's needs with prisoner petitions and complaints.

REPRESENTATIVE DUTIES:

Duties will include, but are not limited to:

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Draft appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
- 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.

- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identify 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.
- 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: (Qualifications must be met at the time of application)

Minimum Qualifications:

- Must be a law school graduate with excellent academic records.
- Must be admitted to practice by a state association and have a minimum of two years of legal work experience in a high volume, production-oriented environment.
- A minimum of one (1) year of experience as a Federal Law Clerk.
- The applicant must have superior research, writing, proofreading, organization, communication skills, be detail oriented, reliable, and able to work independently and with others.

Preferred qualifications include:

- Priority consideration will be given to individuals with experience with prisoner civil rights cases, prison conditions cases, federal and state habeas corpus petitions and motions to vacate.

BENEFITS:

Employees of the U. S. District Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, and paid holidays
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit)
- Group life insurance and long term care insurance
- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Extensive on-line training options
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov.

- Subject of Email should read: **Vacancy 18-01.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- A writing sample which can be a legal brief, noteworthy publication or legal research memorandum of no more than 15 pages.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/home/careers-in-the-court/>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on January 26, 2018. All requested documentation must be provided in order to be considered for this position.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint Background Investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees available for review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-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.