



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

### Vacancy Announcement 14-12

---

---

<b>POSITION:</b> Pro Se Law Clerk	<b>NUMBER OF POSITIONS:</b> One (1)
<b>DUTY STATION:</b> Cleveland, Ohio	<b>SALARY RANGE:</b> JS-11 to JS-14 (\$60,278 - \$131,976)
<b>POSITION TYPE:</b> Full-Time Temporary	<b>AREA OF CONSIDERATION:</b> All Qualified Applicants
<b>OPENING DATE:</b> September 3, 2014	<b>CLOSING DATE:</b> September 10, 2014

---

---

Starting salary commensurate with work experience, education, prior/present pay history and previous Federal court experience. **This position has a not-to-exceed date of December 31, 2015.**

#### POSITION OVERVIEW

The judges of the U.S. District Court, Northern District of Ohio, are accepting applications for a full-time temporary 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. Duties will include, but are not limited to:

- Reviewing in forma pauperis applications and civil cases filed pro se;
- Performing substantive screening after filing of prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints;
- Reviewing all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief;
- Performing research to assist the Court in preparing opinions and keeping abreast of changes in the law;
- Reviewing the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advising the Court where action is appropriate;
- Drafting appropriate recommendations and orders for the Court's signature;
- Acting as liaison between the Court and litigants, corresponding with officials such as US Attorneys, and advising appropriate personnel of the status of particular cases;
- Evaluating procedures for handling complaints, petitions and pleadings and recommending improvements as necessary;
- Compiling statistics and preparing reports to reflect the status and progress of cases;
- Providing information, guidance, and advice to judges, magistrates, and other personnel working with pro se cases; and
- Completing other duties and projects as assigned.

#### QUALIFICATIONS

To qualify for consideration, applicants must be law school graduates with excellent academic records and have a minimum of two years of legal work experience in a high volume, production-oriented environment. **At least one year of experience as a Federal law clerk is required.** Qualified applicants will possess superior research and writing skills and excellent interpersonal skills. The ability to work independently and/or in a team to successfully manage multiple priorities is important. Experience with prisoner and/or habeas corpus litigation is preferred.

**CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted. Any applicant selected for the position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. The outside practice of law is prohibited.

**INFORMATION FOR APPLICANTS**

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the Court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov).

**BENEFITS**

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of additional dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance
- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

**HOW TO APPLY**

Please submit the following documents to the address below: cover letter, resume, one writing sample, and a completed form AO78 (Application for Employment), available at the court's web site [www.ohnd.uscourts.gov/home/careers-in-the-court/](http://www.ohnd.uscourts.gov/home/careers-in-the-court/). All requested documentation must be provided in order to be considered for this position

United States District Court  
Carl B. Stokes U.S. Court House  
Attn: Human Resources Office #14-12  
801 West Superior Avenue  
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.