



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: PRO SE LAW CLERK (STAFF ATTORNEY)

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 16-DSC-02

OPENING DATE: MONDAY, OCTOBER 26, 2015

CLOSING DATE: FRIDAY, NOVEMBER 27, 2015 BY CLOSE OF BUSINESS 5:00 PM
CENTRAL/STANDARD TIME.

TERM: DECEMBER 31, 2015 THROUGH DECEMBER 31, 2016

APPOINTMENT: PART TIME (FOUR HOURS PER DAY – 10:00 AM TO 2:00 PM)

JOB CLASSIFICATION/GRADE: JSP 11 – JSP 14

SALARY RANGE: \$29,281 - \$49,316 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

QUALIFICATIONS:

To qualify for the position of Pro Se Law Clerk, an individual must have a degree from a law school of recognized standing (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) and have demonstrated one of the following accomplishments or proficiencies:

- A. 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;
- B. Experience on the editorial board of a law review of such a school;
- C. Graduation from such a school with an LLM degree; or
- D. 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:
 1. Publication of a noteworthy article in a law school student publication or other scholarly publication;

2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
3. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
4. Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
5. 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 equivalent rests with the appointing judge.

REPRESENTATIVE DUTIES:

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Drafts appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine eligibility to proceed in forma pauperis, 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. 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.
- Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro se area. Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

BENEFITS: * **ELIGIBILITY FOR BENEFITS VARIES WITH PART-TIME AND/OR TEMPORARY APPOINTMENTS ***

Employees of the United States District Court are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.

- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet by 5:00 PM Central Standard Time, Friday, November 27, 2015 which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer