



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**

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CAROL L. MICHEL  
CLERK OF COURT

BRANDON C. BRISCOE  
CHIEF DEPUTY

LILIAN V. PASCONE  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** PRO SE LAW CLERK (STAFF ATTORNEY)  
**POSITION LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 24-DSC-24  
**OPENING DATE:** THURSDAY, OCTOBER 17, 2024  
**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **THURSDAY, NOVEMBER 7, 2024**, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED.  
**JOB CLASSIFICATION/GRADE:** JSP 11 – 14  
**SALARY RANGE:** \$72,553 - \$158,860 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time position of Pro Se Law Clerk (Staff Attorney). This position provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

**REPRESENTATIVE DUTIES:**

- Performs procedural, jurisdictional, and substantive screening after filing of all prisoner petitions and pleadings, including state habeas corpus petitions, civil rights complaints, and limited screening of motions to vacate. Drafts appropriate proposed recommendations and orders for the Court's signature.
- Reviews, prepares orders, and when necessary, calculates initial partial filing fees for the Court's use in addressing prisoner-filed *in forma pauperis* applications.
- Performs research, as required, to assist the Court in preparing opinions and orders.
- Corresponds with attorneys and other state and federal officials as directed by the Court.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling prisoner complaints, petitions, and pleadings. Reviews the docket of pending prisoner litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Reviews the docket record of pending prisoner litigation to assure the proper progress of such cases and advises the Court of those 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 prisoner litigation area.
- Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the prisoner litigation area. Advises appropriate personnel on the status of particular cases as needed.
- Performs other related duties as assigned by the Court.

## **QUALIFICATIONS:**

To qualify for the position of pro se law clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, 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, but are not limited to:
  - 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.*

**Legal work experience** is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year, if before graduation from law school.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. Please note that appointment to JSP-12 or JSP-13 requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

## **BENEFITS:**

Employees of the United States District Court are at-will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. 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 eleven (11) 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.

## **HOW TO APPLY:**

Applicants must be citizens of the United States or be authorized to work in the United States (see [Citizenship Requirements](#)).

Interested candidates should submit a complete applicant's packet which includes:

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

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 packet to:** [HRAdmin@laed.uscourts.gov](mailto: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](#). Applicants who are interviewed and employees are subject to the court's [Employment Dispute Resolution \(EDR\) Plan](#). 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. 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*