UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA
https://www.alnd.uscourts.gov/

JOB OPPORTUNITY NUMBER: ALND 26-18

POSITION: Pro Se Law Clerk

OPENING DATE: September 2, 2026 **CLOSING DATE: September 18, 2026**

SALARY: JSP Grade 11 ($75,431) – JSP 14 ($127,044)

Starting salary is commensurate with qualifications and experience. Advanced step placement may be available for current or prior federal employees under highest previous rate rules. The Chief Judge is the appointing authority for the Pro Se Law Clerk position; however, supervisory authority is delegated to the Chief Magistrate Judge.* ***Successful candidates may elect to be stationed in Birmingham, Huntsville, Tuscaloosa, or Anniston, or to work remotely.*

POSITION OVERVIEW

The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with pro se prisoner petitions and complaints. This position does not involve representing clients or providing advice to pro se litigants. Ethical considerations prohibit the lawyer employed in this position from practicing law in any capacity for compensation outside or in addition to work for the Court.

REPRESENTATIVE DUTIES

- Performs substantive screening of pro se prisoner and inmate petitions, including state habeas corpus petitions, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's review. Reviews all filed complaints, petitions, and pleadings to determine issues involved and basis for relief. Performs research, as required, to assist the Court in preparing opinions and assists the Court with any trial-related preparation and research, as needed, related to petitions or complaints for which an evidentiary hearing or trial is warranted.
- Evaluates present procedures to determine new innovations for increasing efficiencies 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, which 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 prisoner area. Provides information, guidance, and advice to district judges, magistrate judges, and other personnel working in the pro se area. Advises appropriate personnel on the status of cases. Performs other duties as assigned.

MINIMUM 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.

QUALIFICATION STANDARDS:

JSP Grade	Legal Experience	Bar Membership Required
11	0	no
12	1	yes
13	2	yes
14	3	yes

(Please note that appointment to JSP 12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.)

BENEFITS

A benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

MISCELLANEOUS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for the position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided.

APPLICATION INFORMATION

Interested applicants must submit five (5) items combined into a single PDF:

1) a cover letter;
2) a current resume;
3) contact information for two professional references;
4) a completed Federal Judicial Branch Application for Employment (AO 78); and
5) writing sample

Submit materials electronically to **personnel@alnd.uscourts.gov**. Hard copies and faxed copies of applications will not be accepted.

The U.S. District Court is an Equal Opportunity Employer.