

# POSITION ANNOUNCEMENT



## UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ALABAMA

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**POSITION TITLE:** Pro Se Law Clerk  
**DUTY STATION:** Huntsville, Alabama  
**SALARY RANGE:** JSP 11 (\$66,824) - JSP 14 (\$112,548)  
**OPENING DATE:** December 1, 2021 (anticipated start date January 2022)  
**CLOSING DATE:** Open until filled

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*The starting salary is dependent upon experience and qualifications. The Chief Judge is the appointing authority for the Pro Se Law Clerk position, however, supervisory authority is delegated to the assigned U.S. Magistrate Judge.*

**POSITION OVERVIEW:** The U.S. District Court for the Northern District of Alabama is accepting applications for the position of pro se law clerk. The incumbent will work on both non-capital habeas corpus and pro se prisoner civil rights cases as needed. Work may also include other non-prisoner pro se civil and Social Security cases. 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. Performs other duties as assigned.

The incumbent will have the following representative duties and responsibilities:

- Legal research and writing; conducting computer legal research; drafting orders and opinions for judicial review; providing information, guidance and advice to judges on legal issues relating to each case; and making recommendations to judges on individual cases.
- Communicating with other courts, state and federal agencies, counsel, litigants and court staff regarding court rules and procedural issues, calendaring and other litigation matters.
- Keeping abreast of changes in the law from the Supreme Court and Eleventh Circuit.

The successful candidate should demonstrate:

- Excellent organizational skills and experience handling multiple tasks and projects.
- Strong verbal and written communication skills and the ability to work effectively with a variety of people either in person or on the phone.
- Ability to work without supervision.
- Previous experience working in Microsoft Office and familiarity with WordPerfect.
- Ability to work with strict deadlines and in fast paced environment.

**QUALIFICATION STANDARDS:** Must be a law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree), and must have the following experience:

<u>JSP Grade</u>	<u>Legal Experience</u>	<u>Bar Membership Required</u>
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.)

**LEGAL WORK EXPERIENCE:** 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.

**APPLICATION PROCEDURE:** Qualified persons are invited to submit a current resume , letter of interest, writing sample and AO-78 Application for Judicial Branch Federal Employment (available at <http://www.alnd.uscourts.gov> ) to: Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203. Attention: Personnel

This position is subject to mandatory direct deposit of net pay.

The selected candidate will be subject to fingerprinting and an FBI background check as a condition of employment.

## **BENEFITS:**

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. These include:

- 13 days paid vacation per year, increasing after three and fifteen years of employment
- 13 days paid sick leave per year
- 10 paid federal holidays per year
- Choice of medical, dental and vision insurance from a variety of plans
- Group life, long term disability, and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care.
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching)
- Participation in the Federal Employees Retirement System

*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.*

***Incomplete submissions will not be considered.***

**EQUAL OPPORTUNITY EMPLOYER**