

## ***VACANCY ANNOUNCEMENT 2014-11***

### **OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE**

**DATE:** December 9, 2014

**POSITION TITLE:** Pro Se Law Clerk

**LOCATION:** Knoxville, TN

**SALARY:** JSP 11/1 to JSP 14/10 (\$57,982 to \$126,949) depending on qualifications and experience.

**CLOSING DATE:** December 23, 2014

#### **POSITION OVERVIEW:**

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a full-time temporary Pro Se Law Clerk position with legal experience. This appointment is for two years with the possibility of an extension for an additional 1-2 years. Job duties include:

- Performs substantive screening 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 to determine 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 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 the cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, reflecting 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 and case law in the pro se 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 particular cases. Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Applicants must be law school graduates with strong academic records and possess excellent research and writing skills. Candidates also must possess strong case management skills and the ability to work independently in a production oriented, high-volume work environment. The ability to orally present complicated legal matters to judges is required, as is proficiency in Microsoft Word. Candidates who possess one or more years of relevant post-graduate or federal clerkship experience are highly preferred.

### **GENERAL QUALIFICATIONS:**

For appointment at a JSP Grade 11, an applicant must be a law school graduate from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:

- Graduation in the upper third of a law school class;
- Experience on the editorial board of a law review;
- Graduation from law school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

For appointments to JSP Grades 12, 13 or 14, an applicant must also be a member of the Bar of a state, territory, or Federal Court of general jurisdiction and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 - one year of legal work experience
- JSP 13 - two years of legal work experience
- JSP 14 - three years of legal work experience

### **REPORTING RELATIONSHIP:**

The pro se law clerk will work throughout the district with various judges and their staff to whom the pro se cases are assigned. The pro se law clerk will report to and work under the direction of the Chief Judge or his designee as to coordination and prioritization of work among chambers and as to administrative matters.

### **BENEFITS:**

Employees of the U.S. District Court are "Excepted Appointments" and considered "At Will" judicial employees subject to a six-month probationary period. Federal Civil Service classifications and regulations do not apply. Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

### **OTHER INFORMATION:**

The United States District Court requires employees to adhere to a Judicial Code of Conduct. The Court maintains a smoke-free environment. Salary is paid by electronic funds transfer.

**APPLICATION PROCESS:**

In order to apply, you must submit **ONE (1) PDF DOCUMENT THAT INCLUDES THE FOLLOWING:**

- A cover letter which addresses the qualifications, skills and experience necessary to perform the job;
- A resume, including a list of professional references;
- Two writing samples, each no more than ten pages in length; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at [www.tned.uscourts.gov/docs/ao78.pdf](http://www.tned.uscourts.gov/docs/ao78.pdf))

**INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED.** Forward your complete pdf application file via e-mail to [connie\\_penland@tned.uscourts.gov](mailto:connie_penland@tned.uscourts.gov).

**ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE NOTIFIED.** Applicants interviewed will be asked to take a short basic computer skills test. Employment references will be checked prior to a job offer. Final candidates will undergo a mandatory FBI fingerprint/background check.

***THE COURT RESERVES THE RIGHT TO MODIFY THE CONDITIONS OF THIS JOB ANNOUNCEMENT OR TO WITHDRAW THE ANNOUNCEMENT WITHOUT WRITTEN NOTICE TO APPLICANTS. IF A SUBSEQUENT VACANCY OF THE SAME POSITION BECOMES AVAILABLE WITHIN A REASONABLE TIME OF THE ORIGINAL ANNOUNCEMENT, THE COURT MAY ELECT TO SELECT A CANDIDATE FROM THE ORIGINAL QUALIFIED APPLICANT POOL.***

***THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.***

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE***