

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
**OFFICE OF THE DISTRICT COURT EXECUTIVE**



DATE: MAY 29, 2012  
POSITION: CHIEF COUNSEL TO DISTRICT COURT  
(PRO SE LITIGATION)  
LOCATION: 500 Pearl Street, New York, NY  
CLASS LEVEL: JSP 15  
SALARY: \$128,241-\$155,500  
(Depending on qualifications and experience)  
CLOSING DATE: JUNE 15, 2012 FIRST REVIEW DATE  
OPEN UNTIL FILLED  
VACANCY NO: 12-03

**EQUAL OPPORTUNITY EMPLOYER**

**DESCRIPTION:** The Chief Counsel to the District Court for Pro Se Litigation is responsible for managing one of the largest Pro Se Offices in the Federal Judiciary. The Chief Counsel reports directly to the Chief Judge of the District Court, with policy guidance from the Court's Pro Se Litigation Committee, and oversees the operations of an office responsible for assisting all the District and Magistrate Judges in the processing of a docket currently comprising over 2,000 pro se cases.

**POSITION OVERVIEW:** The principal responsibility of the Chief Counsel is to lead the Pro Se Litigation Office, which currently has a staff of 8 staff attorneys. The Pro Se Litigation Office serves the District and Magistrate Judges of the Court in the handling of all pro se cases, the largest categories of which are civil rights actions and petitions for writs of habeas corpus and many of which are filed by incarcerated plaintiffs. The Office assists the Court in the initial review of all pro se filings for the purposes of determining jurisdiction and whether the filings are subject to sua sponte dismissal. During the processing of pro se cases, the Office advises judges on issues that affect the management of such litigation and may assist judges in drafting substantive decisions. The Office is responsible for tracking all pro se cases, maintaining pertinent records, and advising the Court with regard to relevant issues affecting pro se litigation. The Office prepares forms, manuals and other materials to provide procedural assistance to pro se litigants. The Chief Counsel works closely with the Chief Judge and senior personnel in the Clerk's Office and the District Executive's Office to insure that all pro se matters are being properly docketed, managed, and addressed; serves as liaison to the offices of the United States Attorney, New York State Attorney General, and the New York City Corporation Counsel with regard to pro se litigation involving those offices; and coordinates programs and activities with the private bar to encourage volunteer attorneys to represent pro se litigants in appropriate cases.

**DUTIES AND RESPONSIBILITIES:** The Chief Counsel, under the direction of the Chief Judge, is responsible for hiring staff attorneys, planning, training, supervision, case management, and other operations of the Pro Se Litigation Office. In particular, the day-to-day duties and responsibilities of this position include the supervision and training of staff attorneys and review of their written work before submission to the judges of the Court. The Chief Counsel provides advice to District and Magistrate Judges regarding pro se cases, supervises the preparation of legal memoranda and draft dispositions and other orders for the Chief Judge and District and Magistrate Judges of the Court, evaluates the pro se staff attorneys' professional performance and recommends personnel actions, as well as other managerial duties. The Chief Counsel also runs the Court's Pro Bono Program and is responsible for placing appropriate cases with volunteer lawyers.

**REQUIRED QUALIFICATION:** Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association and be admitted to the bar in a Federal court of general jurisdiction. Applicants also must have excellent academic credentials and superior analytical, research, and writing skills with law review or equivalent legal research experience. At least seven years of relevant legal and/or management experience post-Juris Doctor, including three years of federal court experience, is required, and applicants must possess expertise in federal civil and criminal procedure and substantive law.

**APPLICATION PROCEDURE:** Send a cover letter, resume (including law school class rank and/or percentile if available), law school transcript, self-edited writing sample, and a list of at least three professional references to:

Submit your resume and cover letter to:  
**United States District Court/SDNY**  
**500 Pearl Street**  
**New York, New York 10007**  
**Attention: Edward A. Friedland, District Court Executive, Room 820**

Applicants must be U.S. citizens.  
Successful candidate for this position is subject to a full fingerprint and background records check.  
All appointments are subject to mandatory electronic direct deposit of salary payment.