



UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY  
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

United States District Court – NJ — CAREER OPPTY. #13–3

<b>Position:</b>	Pro Se Law Clerk (Term Appointment)
<b>Posting Period:</b>	February 19, 2013 to March 5, 2013 (Position Available on or about 4/22/2013)
<b>Classification Level:</b>	Salary Range - JSP 11–14 (\$64,729 to \$141,726—Table 66 Trenton/Newark) (\$61,245 to \$134,096—Table 69 Camden)
<b>Location/Duty Station:</b>	Pro Se Office, New Jersey

**Introduction:**

The U.S. District Court for the District of New Jersey is looking for an attorney to join the Pro Se Office. The Pro Se Law Clerk position reports to the Chief Judge and/or his/her designee with guidance from the Court's Pro Se Law Clerk Committee.

**Position Overview:**

The Pro Se Law Clerk provides assistance to the Court regarding substantive legal and procedural review of prisoner civil litigation, including State and Federal prisoner habeas corpus petitions and civil rights complaints.

**Duties and Responsibilities:**

Performs legal review of prisoner cases, including habeas corpus petitions and civil rights complaints, instituted with or without an attorney;  
Substantively screens petitions and complaints;  
Conducts legal research raised by pleadings;  
Drafts appropriate opinions and orders for review by District and Magistrate Judges;  
Monitors dockets of pending civil actions;  
Compiles statistics and prepares periodic reports to reflect the status and flow of cases; and  
Performs other duties as assigned.

**Required Minimum Qualifications:**

To qualify for the position, the successful applicant must be a law school graduate, be a member in good standing of a Bar from any state or federal jurisdiction and have experience in the practice of law, legal research or legal administration. Individuals should possess a solid understanding of constitutional law and possess excellent communication, research, writing and interpersonal skills. The candidate must be proficient in the use of computer software applications such as Microsoft Word/Word Perfect and Lotus Notes. A knowledge of West Law and familiarity with CM/ECF is preferable. Note: The outside practice of law is prohibited except as provided by the Code of Conduct for Judicial Employees.

**Required Clearances:**

Due to the nature of the position, the successful candidate must undergo a mandatory FBI background check and investigation.

**Application Process:**

Qualified persons interested in being considered for this position are invited to submit a cover letter with resume, **writing sample** and salary history on or before **March 5, 2013** to, Emma Fernandez-Regan, Human Resources Manager, Clarkson S. Fisher U.S. Courthouse, 402 East State Street, Room 2020, Trenton, NJ 08608; or E-mail to: [hr@njd.uscourts.gov](mailto:hr@njd.uscourts.gov).

### **Information for Applicants:**

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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are “seeking citizenship” as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

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