

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**

POSITION: Pro Se Law Clerk (Two Positions)
TERM: Two-Year Assignment
One full-time position, 40 hours a week.
One part-time position (70%); approximately 28 hours per week
POST DATE: 05/08/2013
CLOSING DATE: 05/22/2013
LOCATION: 500 Pearl Street New York, NY 10007
CLASS/LEVEL: JSP-11 to JSP-14 (commensurate with experience and bar membership)
SALARY: Full-time position; \$64,729-\$109,022
Part-time position; \$45,310-76,315
(commensurate with experience and bar membership)

(Equal Opportunity Employer)

The Southern District of New York is hiring two law clerks (one full-time and another part-time) to serve two-year terms for the Office of Pro Se Litigation. The Office of Pro Se Litigation serves the District and Magistrate Judges of the Court in the handling of all cases filed by individuals who are representing themselves in court. It provides legal support to the Court's judges to assist them in managing their pro se docket (which accounts for more than 20% of the Court's civil filings). Pro se law clerks review initial pro se filings and draft legal memoranda and proposed orders and decisions for judicial officers. Pro se law clerks report directly to the Chief Counsel of the Office of Pro Se Litigation.

In addition to providing substantive support to judicial officers, pro se law clerks work on other matters handled by the Office of Pro Se Litigation, including preparing forms, manuals, and other materials to provide assistance to pro se litigants.

The Court's pro se docket is heavily weighted toward prisoner filings, including civil rights actions and habeas petitions. The Court also sees a large number of nonprisoner civil rights actions and employment discrimination cases. Given this docket, legal experience in one or more of the following areas will be favorably considered: civil rights, habeas corpus, and criminal appellate law. Computer skills will also be favorably considered.

The Court will consider recent law school graduates as well as lawyers with professional experience. All candidates must have excellent academic credentials. Applications should include a cover letter, resume, law-school transcript, list of at least three references, and a recent, self-edited writing sample, and should be submitted, no later than 5/22/2013 to:

United States District Court
Southern District of New York
500 Pearl Street
New York, New York 10007
Attn: Human Resources/Pro Se Law Clerk

OR

by email to PSLC@nysd.uscourts.gov using "Pro Se Law Clerk" as the subject line (all documents should be combined into a single PDF file).

Applicants should indicate whether they wish to be considered for the full-time or part-time position or both positions.

Due to the volume of applications, the Court will communicate only with those individuals who will be interviewed for open positions.

Applicants must be U.S. citizens. The successful candidate is subject to a background check. This position requires mandatory electronic funds transfer for payment of net pay.