

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF ALABAMA

Vacancy Announcement

Vacancy 02-13

Part Time Pro Se Clerk

Judicial Salary Plan Grade: 11-14

Starting Salary: \$ 28,704.00

Starting grade and salary dependent upon experience and qualifications

Open to All Applicants

Open Date: 3/20/2013

Closing Date: Open until filled; preference given to applications received by close of business April 15, 2013.

The U.S. District Court for the Middle District of Alabama is accepting applications for the position of **part-time 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. The work schedule for this position is 20 hours every week. Funding for the position is from year to year, reviewed annually, and based on the number of case filings. 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.

The position will be in the United States Courthouse in Montgomery, Alabama; however, the court will consider applications from experienced law clerks in over-capacity districts who are interested in teleworking with less frequent attendance in-district. 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.

All candidates must be law school graduates, and must have a thorough knowledge of the law and legal procedures. Skill in writing legal memoranda, opinions, orders, and other documents is required. Skill in the oral presentation of complicated legal matters to judges is required.

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.

Additional information:

- Only qualified applicants will be considered for this position.
- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense.
- A background investigation with law enforcement agencies, including fingerprint and criminal record check, will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of investigation. Unsatisfactory results may result in termination of employment.
- Employees of the US District Court are at will employees and are subject to a one year probationary period. Employees must adhere to the Code of Conduct for Judicial Employees.
- Payment of salary is subject to the mandatory electronic fund transfer (direct deposit) to a financial institution.
- 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.**

To apply, qualified applicants should submit the following:

1. Letter of interest
2. Current résumé
3. Writing sample
4. Law school transcript
5. Completed AO-78 application (this form, and a summary of Federal Judiciary benefits can be located at <http://www.uscourts.gov/careers>).

Submit application via email to webmaster@almd.uscourts.gov or by regular mail to:

Human Resources 13-02
US District Court
PO Box 711
Montgomery, AL 36101