



**U.S. District Court
Southern District of Georgia**

Vacancy Announcement 19-02

Position: Pro Se Law Clerk, Part-Time Position
Location: Augusta, Brunswick or Savannah, Georgia
Grade: JSP 11-13
Salary Range: \$30,608 - \$43,626, based on qualifications and experience
Closing Date: April 12, 2019
Start Date: May, 2019

POSITION OVERVIEW

The Court seeks applicants for a half-time, pro se law clerk position. The duty station will be the federal courthouse in either Augusta, Savannah, or Brunswick, depending on the chosen applicant's residence. The Court will consider the selected applicant's preferences when determining the part-time work schedule.

REPRESENTATIVE DUTIES

- Prepares research memoranda and draft orders in pro se cases including initial screens and rulings on all motions. Types of pro se cases include, without limitation, prisoner civil rights, habeas petitions, and social security appeals.
- Manages and tracks pro se cases.
- Provides information, guidance, and advice regarding best practices in pro se litigation.
- Provides updates regarding developments in the law.
- Compiles case statistics and periodic reports.
- Performs other duties as assigned.

STANDARD QUALIFICATIONS

- Excellent research, analytical, and writing skills
- Strong interpersonal skills
- Graduate of an American Bar Association accredited law school
- Admitted to practice law in at least one state

PREFERRED QUALIFICATIONS

- Experience as a pro se law clerk
- Experience in civil rights or habeas corpus
- Standing in the upper third of law school class
- Moot court or editorial board of a law review or journal

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments, not civil service, and are “at will” employees. Employees must adhere to the Code of Conduct for Judicial Employees, available at www.uscourts.gov/rules-policies/judiciary-policies. Applicant must be a U.S. Citizen, or eligible to work in the U.S., and will be subject to a background check.

Compensation and grade are based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan. Judiciary benefits for this position include retirement (Federal Employees Retirement System), Thrift Savings plan, paid vacation, sick leave, paid holidays, group health insurance, life insurance, dental/vision insurance, and flexible benefits. Benefits and benefit costs are prorated based on hours worked.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION PROCESS

Applicants should email the following materials in one attachment to gas_permgr@gas.uscourts.gov:

1. Cover letter addressed to Chief U.S. District Judge J. Randal Hall
2. Resume
3. AO 78, Application For Judicial Branch Federal Employment, available at www.gasd.uscourts.gov
4. Three references
5. Writing sample, not to exceed eight pages

The Court reserves the right to modify the conditions of this vacancy announcement, fill multiple positions from this announcement, withdraw the announcement, or fill the position sooner than the closing date without prior notice.

The United States District Court for the Southern District of Georgia is an Equal Opportunity Employer