



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title:	Pro Se Law Clerk
Location:	Remote
Closing Date:	Open until filled
Starting Salary/Range:	JSP Level 11 – 14 (\$74,678 - \$163,514*)
	* Salary commensurate with qualifications

POSITION OVERVIEW

The United States District Court for the Southern District of Georgia is seeking highly qualified applicants for a remote Pro Se Law Clerk position. The Pro Se Law Clerk provides procedural and substantive legal advice and assistance in connection with habeas petitions and other civil matters complaints. Responsibilities include conducting legal research, reviewing case records and filings, drafting proposed opinions, memorandum decisions, and orders, and providing objective legal advice to judges, chambers staff, and court personnel, as well as information to litigants and attorneys.

REPRESENTATIVE DUTIES

- Drafts proposed recommendations, orders, and legal memoranda addressing the merits of civil rights complaints and habeas corpus petitions;
- provides information and advice to judges assigned to such cases;
- manages the docket to ensure the prompt and efficient administration of justice;
- compiles case statistics and reports; and
- performs other duties as assigned.

EDUCATION AND QUALIFICATIONS

To qualify for the position of Pro Se Law Clerk, an individual must be a graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies: standing within the upper third of the class from a law school on the approved list of the American Bar Association or the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from such a school with an LLM degree; or proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

The table below shows the number of years of legal work experience required to qualify for appointment as a pro se law clerk at the applicable JSP grade level. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

BENEFITS

A generous benefits package includes the following:

- 13 days of paid annual leave per year.
- 11 paid holidays
- Health, Life, Dental and Vision benefits
- Flexible Benefits Program
- Thrift Savings Plan participation with up to 5% employer matching contributions.
- Federal Employees Retirement System

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.
- Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.
- Appointment is provisional and contingent upon successful completion of an FBI background check.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

INFORMATON FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

APPLICATION PROCESS

Applicants must provide:

1. An introductory cover letter.
2. A chronological resume.
3. A completed Application for Judicial Branch Federal Employment, for AO78 (found under Employment Opportunities on the Court's website <https://www.gasd.uscourts.gov/sites/gasd/files/AO-078-05-2024.pdf>).
4. A list of 3 professional references; and
5. A writing sample, not to exceed 8 pages

Completed applications (in a single PDF document) should be sent to gas_permgr@gas.uscourts.gov with the subject line "Pro Se Law Clerk #26-08"

The U.S. District Court for the Southern District of Georgia is an Equal Opportunity Employer.