

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number 15-11



POSITION: Pro Se Law Clerk
Part-time, 30 hours per week

LOCATION: To be determined

STARTING SALARY: Starting part-time salary (\$43,921 - \$62,601)
JSP 11 – JSP 13, depending upon qualifications
Promotion potential to JSP 14

CLOSING DATE: August 21, 2015 by 5:00 pm (Eastern Time)
No late applications accepted

POSITION OVERVIEW:

This position is located in the Clerk's Office of the U. S. District Court, Western District of Kentucky. Duty station may be Louisville, Owensboro, Bowling Green or Paducah. The Pro Se Law Clerk reviews prisoner complaints, petitions, and prepares dispositive and non-dispositive recommendations and orders under the supervision of the Court.

REPRESENTATIVE DUTIES:

- Perform substantive legal review after filing of all prisoner petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Research case law and draft appropriate orders and opinions for judicial review.
- Provide information to all judges and court staff on legal issues unique to pro se cases.
- Evaluate present procedures to identify improvements in handling and processing pro se cases.
- Respond to mail received from litigants and telephone and in-person inquiries from litigants.
- Assist the clerk's office in resolving procedural and case management issues related to pro se cases.
- Perform other duties as assigned.

QUALIFICATIONS:

Applicants must be graduates from an ABA-accredited law school of recognized standing. Bar membership is required. Preferred qualifications include superior writing skills and experience in prisoner litigation.

Incumbent must have the ability to analyze complex legal issues and understand a wide range of legal concepts, principles, and practices as they relate to pro se litigation; write and perform legal research accurately and expeditiously; communicate complex issues in simple terms; set priorities;

and manage work with limited supervision. Computer proficiency in Windows applications and word processing is required.

BENEFITS:

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

INFORMATION FOR APPLICANTS:

- This position is regular and part-time.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

HOW TO APPLY:

Submit resume, including cover letter to:

- 1) Careers@kywd.uscourts.gov

Emailed documents MUST be in a PDF format for acceptance.

Or US Mail:

- 2) Human Resources Manager
U. S. District Court
601 W. Broadway, Room 106
Louisville, KY 40202-2249

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

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