

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number 21-10



DATE: July 20, 2021

POSITION: Pro Se Law Clerk

POSITION TYPE: Full-Time Temporary (Approximately 12 weeks)

STARTING SALARY: \$64,649 - \$119,787

CLOSING DATE: July 30, 2021 by 5:00 pm EST or until filled

POSITION DETAILS

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, or Paducah. Teleworkers are acceptable and need not reside in the District. This position is currently funded through 08/15/2021 but may be extended beyond that dependent upon additional funding.

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.
- 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. Proficiency in Microsoft Word and Outlook required.

BENEFITS

Benefits available include:

- Paid federal holidays
- Paid sick leave accrued at a rate of four (4) hours per bi-weekly pay period
- Paid Parking if physically stationed in Louisville
- Additional paid leave benefits may be available if position term is extended beyond 90 days.
- Additional benefits may be available for federal government employees transferring without a break in service.

QUALIFICATIONS

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. 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

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 on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

INFORMATION FOR APPLICANTS

- This position is temporary.
- 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.
- Applicant must be a U.S. 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: Careers@kywd.uscourts.gov
- Emailed documents **MUST be in PDF format** for acceptance
- For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

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