

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

Pro Se Law Clerk

Vacancy Announcement No: 14-03

This position is temporary with an expected duration of at least 12 months.

Location: Raleigh, NC

Salary Grade/Range: JSP 11 - 14 (\$59,749 - \$117,404)*

*Depending upon experience and qualifications

Opening Date: February 25, 2014

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: March 7, 2014

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking highly qualified applicants for a full-time, temporary Pro Se Law Clerk. Position performs substantive screening of pro se cases involving Social Security disability appeals; reviews all complaints that have been filed to identify issues involved and basis for relief; drafts appropriate recommendations and dispositive orders for the court's signature; conducts research to assist the court in preparing opinions; maintains liaison between the court and litigants; reviews the docket of pending civil action to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate; prepares non-dispositive orders; compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Evaluates present procedures to determine new innovations for increasing the effectiveness of handling complaints. Identifies problem areas, makes recommendations, and offers solutions, as required by the court, Administrative Office and other officials. Keeps abreast of changes in the law to aid the court in adjusting to new legislation in the pro se area. Performs other duties as assigned, including performing these same tasks for the U.S. District Court for the Middle District of North Carolina.

Qualifications:

To qualify for the position of pro se law clerk, the individual must be a law school graduate (or certified as having completed all law school studies and requirements and merely awaiting conferment of degree) and have excellent academic credentials, as well as superior research and writing skills. Excellent organization and communication skills are also required. Applicant must possess proficient typing and personal computer skills. Desirable qualifications include: detail oriented, reliable, ability to work independently, and an understanding of court processes and procedures. The candidate must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, and able to work in additional Windows-based applications. A judicial employee must maintain a professional appearance and demeanor at all times.

Preferred Legal Work Experience: Legal work experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school is preferred as is Bar membership. Experience in the federal judicial system and prior experience involving Social Security disability appeals is preferred. Prior experience as a pro se law clerk is preferred. Prior experience with electronic case filing systems is also preferred.

Educational Substitutions: Graduation (or certified as having completed all law school studies and requirements and merely awaiting conferment of degree) and standing within the upper third of the class from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the appointing official, is equivalent of the above, is considered qualifying for grade JSP 11. Appointment above the level of JSP 11 requires Bar membership.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. This position is temporary in nature (a year and a day), but may be extended contingent upon the number of case filings and budget availability.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, a brief writing sample, official law school transcript, three references, and the official AO 78 Application Form. The official AO 78 Application Form may be obtained at www.nced.uscourts.gov. Preference will be given to application packages that are received by the first/interim cutoff date.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-