

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position: Pro Se Law Clerk
Vacancy No: 2017-05
No. of Vacancies: 1
Location: Macon, Georgia
(Columbus, Georgia and Albany, Georgia negotiable)
Opening Date: May 16, 2017
Closing Date: June 2, 2017, or until position is filled
Classification: JSP 12-14
Salary Range: \$72,168 - \$131,833
Based Upon Qualifications and Experience

Position Overview

The U.S. District Court for the Middle District of Georgia is seeking qualified applicants for a full-time Pro Se Law Clerk. Duties of the position include performing substantive review/screening of all prisoner petitions and motions, drafting legal memoranda, recommendations, decisions and orders, analyzing statutes and legal issues in federal habeas corpus and civil rights matters, and other duties as assigned. The successful candidates must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude. Pro Se Law Clerk positions are subject to available funding, dependent upon annual court filings.

Skills/Qualifications:

Strong academic credentials from an ABA-accredited law school, excellent research and writing skills, the ability to work independently, and superior analytical ability are required. The candidate must be highly motivated, demonstrate a high degree of initiative, possess excellent interpersonal, communicative and organizational skills, and be able to function independently as well as in a team environment. Prior federal law clerk and/or prisoner litigation experience is preferred. Applicants must be computer literate, proficient in Microsoft Word, and proficient in computer assisted research.

Benefits:

Federal benefits include: participation in the retirement system; health and life insurance programs; optional participation in Thrift Savings Plan; optional flexible spending accounts for health and dependent care reimbursement; optional commuter benefits plan; paid holidays; and paid leave.

How to Apply:

Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, and salary history; (3) a brief writing sample not to exceed ten pages, (4) law school transcript, and (5) a list of at least three professional references, with current contact information. Application materials can be

submitted electronically to jobs@gamd.uscourts.gov or mailed in an envelope **MARKED
CONFIDENTIAL** to:

Human Resources Specialist
United States District Court
P. O. Box 128
Macon, Georgia 31202

Notice to Applicants: The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to the “Code of Conduct for Judicial Employees,” copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States.