

UNITED STATES DISTRICT COURT  
Middle District of Georgia  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

VACANCY ANNOUNCEMENT

Position: Pro Se Law Clerk  
Vacancy No: 2019-04  
No. of Vacancies: 1  
Location: Negotiable within the Middle District of Georgia  
(Macon, Columbus or Albany, Georgia)  
Opening Date: August 8, 2019  
Closing Date: September 13, 2019 no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on September 13, 2019  
Classification: JSP 12-14  
Salary Range: \$74,596- \$136,271  
*Starting salary commensurate with qualifications and work experience.*

**Description:**

The U.S. District Court for the Middle District of Georgia is seeking qualified applicants for a full-time, permanent Pro Se Law Clerk. The duty station is negotiable within the Middle District of Georgia and will be the federal courthouse in either Macon, Columbus, or Albany. 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.

**Examples of Duties:**

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.

**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. Applicants must be computer literate, proficient in Microsoft Word, and proficient in computer assisted research. Prior federal law clerk and/or prisoner litigation experience is preferred.

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. 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. The target grade for a Pro Se Law Clerk is JSP-14.

<b>JSP Grade Level</b>	<b>Years of Legal Work Experience</b>	<b>Bar Membership Required</b>
12	1	Yes
13	2	Yes
14	3	Yes

**SUPPLEMENTAL INFORMATION:**

**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 a Code of Conduct, 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 Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. 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. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District 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, any of which actions may occur without any prior written or other notice.

**How to Apply:**

Qualified applicants must apply online at <https://www.governmentjobs.com/careers/gamduscourts>. Applications must include the following:

- (1) cover letter;
- (2) resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history;
- (3) brief writing sample not to exceed ten pages;
- (4) law school transcript;

- (5) list of at least three professional references, with current contact information; and  
(6) Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>)

### **EMPLOYEE BENEFITS:**

**The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:**

- 10 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs;
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.