

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

VACANCY ANNOUNCEMENT

Position Title: PRO SE LAW CLERK
Vacancy No: 2026-06
No. of Vacancies: 3 (Full-Time Temporary)
Location: Negotiable within the Middle District of Georgia
(Macon, Columbus or Albany, Georgia)
Opening Date: April 22, 2026
Closing Date: May 22, 2026, applications will be reviewed as they are received and hiring decisions may be made prior to the closing date.
Salary: JSP 11 (\$74,678 - \$97,087)
JSP 12 (\$89,508 - \$116,362)
JSP 13 (\$106,437 - \$138,370)
JSP 14 (\$125,776 - \$163,514)
Starting salary determined by qualifications, years of legal work experience, bar membership and assigned duty station.

The U.S. District Court for the Middle District of Georgia is seeking qualified applicants for (3) full-time, temporary Pro Se Law Clerk positions within the Middle District of Georgia due to a high volume of filings of immigration petitions. Each position will work directly with a Magistrate Judge in the Albany, Columbus, and Macon divisions. Potential consideration will be given for a remote working arrangement depending upon the applicant's qualifications and prior experience. At a minimum, the positions will be funded through September 30, 2027, with the option for annual extensions based upon the volume of filings.

Representative 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 involving federal constitutional law, immigration law, habeas corpus matters and performing other duties as assigned. The assigned Magistrate Judge will be utilizing the pro se law clerks for a variety of pro se case types.

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

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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.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
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 email the following to jobs@gamd.uscourts.gov:

1. Cover letter
2. Resume
3. Completed Application for Judicial Branch Federal Employment (AO78) which is available at <http://www.uscourts.gov/forms/AO078.pdf>
4. Writing sample (not to exceed 15 pages) that demonstrates applicant's legal research, analytical, and writing abilities; the sample must be the applicant's own work, and any confidential or identifying information must be redacted.

Employee Benefits:

Temporary employees who are appointed for more than 90 days are eligible for the same benefits

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as permanent federal employees. 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:

- 11 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;
- Health, Life, Dental and Vision benefits
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Thrift Savings Plan (TSP) participation with up to 5% employer matching contributions;
- Optional Flexible Benefits Programs

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