

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

VACANCY ANNOUNCEMENT

Position Title: Pro Se Law Clerk
Vacancy No: 2026-02
No. of Vacancies: 1 (Full-Time Permanent)
Location: Negotiable within the Middle District of Georgia
(Macon, Columbus or Albany, Georgia)
Opening Date: January 20, 2026
Closing Date: February 19, 2026, no later than 5:00 PM EST, or until position is filled
with preference given to applications received by 5:00 PM EST on
February 19, 2026
Salary: JSP 12 (\$89,508 - \$116,362)
JSP 13 (\$106,437 - \$138,370)
JSP 14 (\$125,776 - \$163,514)
Starting salary commensurate with qualifications and work experience.

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.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
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>

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:

- 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

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- 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
- Optional participation in the Judiciary's Long Term Care Insurance Program.

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