



POSITION ANNOUNCEMENT

POSITION: Pro Se Law Clerk

LOCATION: Burlington, Vermont

ANNOUNCEMENT: 2017-01

POSITION STATUS: Part time, 20 hours per week, for a term not to exceed one year and one day.

OPENING DATE: January 2017

CLOSING DATE: Open Until Filled

SALARY RANGE: \$30,105 - \$65,916
Salary dependent upon qualifications and experience, including court preferred skills.

CLASSIFICATION LEVEL: JSP 11-14

The United States District Court for the District of Vermont has an opening for a part-time judicial law clerk for pro se matters. The pro se law clerk provides legal advice, research, and writing assistance to the district judges and the magistrate judge.

This is part-time position for a current member of a state bar to commence in April 2017, for a term of employment not to exceed one year and one day. Pro se law clerk positions are subject to available funding supplied by the Administrative Office of the United States Courts, dependent upon annual court filings. The term of this position could be extended if funding is available.

DUTIES AND RESPONSIBILITIES:

A pro se law clerk performs duties and responsibilities such as the following:

- a) Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature.
- b) Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- c) Performs research, as required, to assist the Court in preparing opinions.
- d) Maintains liaison between the Court and litigants. Corresponds with other officials, such as the U.S. Attorney, as required.

- e) Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- f) Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- g) Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.
- h) Provides information, guidance, and advice to judges, magistrates, and other personnel working in the pro se area. Advises appropriate personnel on the status of particular cases. Performs other duties as assigned.

QUALIFICATIONS:

To qualify for the position of pro se law clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- b) Experience on the editorial board of a law review of such a school;
- c) Graduation from such a school with an LLM degree; or
- d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
 - (1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - (2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - (3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - (4) Participation in the legal aid or other law school clinical program sanctioned by the law school; or
 - (5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.*

(*To receive credit, participation and experience could not have been for academic credit.)

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

LEGAL WORK EXPERIENCE

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. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

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. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

<u>JSP Grade Level</u>	<u>Years of Work Experience</u>	<u>Bar Membership Required</u>
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

BENEFITS:

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under “excepted appointment” and are considered “at-will” employees.

APPLICATION PROCESS:

Qualified applicants should submit a cover letter, current resume, a writing sample, law school and undergraduate transcripts, and three letters of recommendation to:

Hon. John M. Conroy
United States Magistrate Judge
United States District Court
District of Vermont
PO Box 836
Burlington VT 05402-0836

The United States District Court is an Equal Opportunity Employer.

The Court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a comprehensive background check as a condition of employment. All appointments are subject to mandatory Direct Deposit.