



Position Announcement

Position: Pro Se Law Clerk

Announcement Number: 2026-8

Opening Date: January, 2027

Closing Date: Open until filled

Salary Range: \$38,101 - \$49,534
Salary dependent upon qualifications and experience, as well as duty location.

Location: Burlington, Vermont
(Remote or telework options are available)

Position Status: Temporary and Flexible
Can be filled as full-time, 40 hours per week for 3 months or as part-time, 20 hours per week, for 6 months.

Classification Level: JSP 11

The United States District Court for the District of Vermont has an opening for a temporary 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 a temporary and flexible position for a current member of a state bar, within the timeframe of January 2027 to June 30, 2027. The position can either be filled as a temporary, full-time position of 40 hours per week for a three-month period, or as a temporary, part-time position of 20 hours per week for a six-month period.

DUTIES AND RESPONSIBILITIES:

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

- a) Performs substantive screening after filing 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 pro se 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.

APPLICATION PROCESS:

Application Process:

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov
Subject: Pro Se Law Clerk Position

The U.S. 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 background check and subsequent favorable suitability determination as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. All appointments are subject to mandatory Direct Deposit.