

UNITED STATES DISTRICT COURT District of Nebraska

Position Announcement No. 16-08

Position: Pro Se Law Clerk
Location: Lincoln, Nebraska
Starting Salary: Commensurate with experience and qualifications.
Salary Range: \$71,012 - \$129,723 (JSP 12/1 – 14/10)
Opening Date: Monday, July 25, 2016
Closing Date: Friday, August 12, 2016 – close of business 4:30 p.m.
Career Opportunity: JSP 14/10

*Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

Position Overview

The United States District Court for the District of Nebraska is seeking a full-time pro se law clerk in Lincoln, Nebraska. The pro se law clerk provides substantive legal advice and assistance to the court in connection with pro se cases.

Representative Duties

- Screens complaints, petitions, pleadings, and motions.
- Drafts appropriate recommendations and orders for the court's review.
- Researches issues raised in complaints and petitions.
- Keeps abreast of changes in civil rights and habeas corpus law and advises the court as necessary.
- Advises appropriate court personnel of the status of cases.
- Reviews court procedures as they relate to the pro se docket to determine new innovations for increasing the effectiveness in handling pro se complaints, petitions, and pleadings.
- Reviews the docket of pending pro se cases to assure the proper progress of cases.
- Compiles statistical information and prepares periodic reports, as required, to reflect the status and flow of cases.
- Responds to inquiries from litigants.
- Assists the clerk's office in resolving case management issues related to pro se cases.
- Performs other duties as assigned.

Qualifications

The applicant must be a law school graduate; must be a member of a state bar; and have at least one year of legal work experience after receipt of J.D. Knowledge of constitutional law, particularly as it pertains to prison litigation, and habeas corpus law is especially desirable. Applicants must possess excellent research, writing, and communication skills and must be able to work independently.

Application Process

Applicants must submit an application package composed of:

- A cover letter.
- A detailed resume that includes full educational background, continuing education, legal training, facilitation/presentation skills, second language/sign language proficiencies, military service, community service/civic involvement, work with under-represented populations, and internships.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>
- A PDF of the completed application package. Application packages not received in PDF format will be considered incomplete.

Send the completed application package to: USDCHR@ned.uscourts.gov

Incomplete application packages and applications received after the closing date will not be considered.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Due to the volume of applications received, the court will only communicate with those applicants who will be interviewed.

The United States District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a background check, including fingerprint and criminal record checks. An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#), which is available upon request. Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan federal health insurance program, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

The United States District Court is an Equal Opportunity Employer