



# UNITED STATES DISTRICT COURT

## CENTRAL DISTRICT OF ILLINOIS

### CAREER OPPORTUNITY IN THE FEDERAL JUDICIARY

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**Opens: Friday, July 18, 2014**

**Closes: Friday, August 1, 2014**

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<b>Announcement Number:</b>	<b>2014-07</b>
<b>Position Title:</b>	<b>Pro Se Law Clerk</b>
<b>Position Type:</b>	<b>Part time Permanent</b> (20 hours per week)
<b>Position Location:</b>	<b>Rock Island</b>
<b>Starting Date:</b>	<b>To be determined</b>
<b>Classification Level:</b>	<b>JSP 12-14 (\$34,748.50 - 48,828.50)</b>

*Starting salary will depend upon the education, background, and prior work experience of the applicant.*

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#### Position

The U.S. District Court for the Central District of Illinois is accepting applications for the position of **Pro Se Law Clerk**, reporting directly to the Chief District Judge. The Pro Se Law Clerk provides legal advice and assistance to the court in connection with prisoner petitions and complaints. Funding for this position is reviewed annually and is based on the number of case filings. (There is potential for this position to become full time in the future). This position does not include representing clients or providing advice to pro se litigants. Ethical considerations prohibit the lawyer employed in this position from practicing law in any capacity for compensation outside or in addition to work for the court.

#### Representative Duties

- Performs substantive screening after filing of prisoner and inmate petitions and motions, including civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants. Corresponds with other officials and counsel as necessary.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions and pleadings. Reviews the docket of pending prisoner litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, which 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.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.
- Provides information, guidance and advice to judges, magistrates and other personnel working in the pro se area. Advises appropriate personnel on the status of cases.
- Performs other duties as assigned by the district judge or judges.

### **Qualifications**

- Law school graduate from a law school of recognized standing, and standing within the upper third of the class from law school on the approved list of the American Bar Association or that of the Association of American Law Schools; experience on the editorial board of a law review of such a school; graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above.
- Bar membership is required.
- Legal work experience: two years for JSP 12; three years for JSP 13; and four years for JSP 14. 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. Prior experience as a pro se or death penalty law clerk preferred.
- Excellent legal research, analytical and writing skills along with interpersonal skills well matched for working closely with the U.S. District Judges and court personnel.

### **Benefits**

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and ten paid holidays per year.

### **Conditions of Employment**

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. Direct deposit of payroll checks is mandatory.

## How to Apply

Qualified candidates are invited to submit a letter of interest, resume and an application for Judicial Branch Employment, available online at [www.ilcd.uscourts.gov/employment](http://www.ilcd.uscourts.gov/employment). Application materials should be sent to:

Jo Ellen Rankin  
Human Resources Specialist  
Vacancy 2014-07  
210 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

**All information must be received by the close of business on Friday, August 1, 2014.**

The U.S. District Court, Central District of Illinois reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. Only those applicants selected for an interview will be contacted. **The U.S. District Court is an equal opportunity employer.**