

**UNITED STATES DISTRICT COURT**

Western District of North Carolina

**Job Announcement Number: JA 24-04**

**Position Title:** Part-Time Pro Se Law Clerk

**Type of Appointment:** Temporary (One Year and One Day)

**Position Location:** Asheville, NC

**Open Date:** May 14, 2024

**Closing Date:** May 28, 2024

The United States District Court for the Western District of North Carolina is accepting applications for a Part-Time Pro Se Law Clerk for the Asheville, NC divisional office. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

**DESCRIPTION OF DUTIES:**

The Part-Time Pro Se Law Clerk performs the processing from start to finish of all Death Penalty cases and prisoner petitions and motions, including state habeus corpus petitions, motions to vacate sentence, and civil rights complaints; performs substantive work on other pro se litigation; drafts appropriate recommendations and orders for the court's signature; performs research to assist the court in preparing opinions; 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 which reflect the status and flow of cases, and performs other duties as assigned. The Pro Se Law Clerk will respond to correspondence from all prisoners and all requests for information regarding status of pending action or filing of new proceedings.

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited law school, a strong academic background, membership (in good standing) with a State Bar. A strong work ethic, excellent organizational, communication and research / writing skills are required. Applicant must possess proficient typing and computer skills; ability to work with strict deadlines within a fast-paced environment and ability to work independently or as a team player.

**ADDITIONAL QUALIFICATIONS (COURT PREFERRED):**

Working knowledge of criminal law and constitutional law, and previous state or federal clerkship experience.

## **GRADE QUALIFICATIONS AND STARTING ANNUAL SALARY:**

Grade 11: \$36,276: J.D. and no post J.D. legal experience. Bar membership is required (active or inactive).

Grade 12: \$43,481: J.D. and one year post J.D. legal experience. Bar membership required (active or inactive).

Grade 13: \$51,704: J.D. and two years post J.D. legal work experience. Bar membership required (active or inactive).

Grade 14: \$61,099: J.D. and three years post J.D. legal experience. Two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk. Bar membership required (active or inactive)

## **HOW TO APPLY**

Applicants must submit the following;

### **INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED**

- **AO78 Application for Federal Judicial Branch Employment – *This form can be found on the employment section of our website at <http://www.ncwd.uscourts.gov/employment>***
- **Cover letter and resume**
- **Personal writing sample of a motion or brief at least 5 pages in length**
- **Law school transcripts**

Complete applications should be submitted via e-mail to [hr@ncwd.uscourts.gov](mailto:hr@ncwd.uscourts.gov) by close of business on May 28, 2024, at 5:00 p.m. All application materials should be sent as a **single PDF document**. Please reference Job Announcement # 24-03.

## **INFORMATION FOR APPLICANTS**

Only qualified applicants satisfying all qualification requirements, as specified in the vacancy announcement, will be considered for an interview. Placement above the step 1 of the grade for which the applicant qualifies is based on previous federal experience.

*Applicants must be U.S. citizens or eligible to work in the United States.* Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are considered “at will” positions. Successful employment with the United States Courts is based on acceptable performance. The court requires employees to adhere to the Code of Conduct for Judiciary Employees which is available upon request.

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting in more than one location. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The court is not authorized to reimburse travel expenses for interviews or relocations. This position is subject to mandatory electronic direct deposit of salary payments. Please note successful candidate will undergo an FBI fingerprint background check.

## The Judiciary is an Equal Employment Opportunity Employer

### **BENEFITS**

The judiciary offers several exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate (some benefit costs are pro-rated for a part-time position as noted below) in the following benefits programs:

- Health Insurance – Premiums are pro-rated for part-time employees
- Dental and Vision Insurance
- Thrift Savings Plans (Retirement savings plan) with a government matching contribution
- Life Insurance
- Paid Annual and Sick Leave – Accrued hours are pro-rated based on hours worked in a leave period
- 13 Federal Holidays per year
- Flexible Spending Accounts (Medical and Dependent Care)
- Commuter Benefit Program
- Long Term Care Insurance

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>

### **Additional Information**

- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court
- Electronic Funds Transfer is mandatory for salary payments

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