



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2014-08

Position: Pro Se Law Clerk (annual appointment subject to funding)
Full-Time

Location: District of Minnesota
St. Paul, MN

Salary Range: JSP 11-14
\$61,436 to \$134,511

Starting Salary: DOQ

Closing Date: 5 PM on May 30, 2014

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 4 senior district judges, 7 authorized magistrate judges, 1 part-time magistrate judge, and Clerk's Office staff.

Introduction

This position is located in the St. Paul Office of the U.S. District Court. This position is subject to funding based on caseload. Based on current data, funding for the position is expected to last at least until December 31, 2015, but it may be renewed thereafter.

Representative Duties

The work will be primarily with prisoner habeas corpus and civil rights actions and cases in which a plaintiff applies for IFP status.

Conducts initial reviews of all new prisoner pleadings, (habeas corpus petitions and civil rights complaints), and all new cases in which a plaintiff files an IFP application, and makes recommendations for appropriate disposition.

Performs research and prepares draft orders, and reports and recommendations.

Assists with IFP applications for appeals.

Provides advice to Clerk's Office and Chambers staff on prisoner cases and IFP matters.

Perform other duties as assigned.

Job Requirements:

Minimum requirements include J.D. degree, excellent writing skills, and the ability to work independently. A background in prisoner (habeas corpus and civil rights actions) and knowledge of Prisoner Litigation Reform Act and Anti-Terrorism and Effective Death Penalty Act preferred.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume with cover letter to:

hr-usdc@mnd.uscourts.gov

Enter "Application for Pro Se Law Clerk Position" in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** Unsuccessful applicants will not receive notice.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

All appointments are subject to FBI Fingerprints and background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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