



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2015-08

Position:	Pro Se Law Clerk (annual appointment subject to funding) Part-Time (20hrs/week)
Number of Vacancies:	One
Location:	Warren E. Burger Federal Building and U.S. Courthouse St. Paul, MN
Posting Date:	December 5, 2014
Classification:	JSP 11-14
Salary:	Salary Range \$30,718 to \$67,255 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, December 19, 2014 at 5:00 p.m.
Area of Consideration:	Open to all sources

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 district judges, 4 senior district judges, 8 magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

This position is located in the Warren E. Burger Federal Building and U.S. Courthouse in St. Paul, Minnesota. 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, 2016 and may be renewed thereafter, depending upon availability of funds.

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 participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Application Process

Qualified candidates should email resume **with cover letter** to:

hr-usdc@mnd.uscourts.gov

Please 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. 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.**

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 Chief U.S. District Judge may select a candidate from the qualified applicants.

All final candidates are subject to a 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.

The Court is an Equal Opportunity Employer