



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

Human Resources Office  
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[HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov)

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY  
Staff Attorney  
Vacancy Announcement #2026-01**

**ANNOUNCEMENT DATE:** February 19, 2026

**CLOSING DATE:** Preference given to applications submitted by March 13, 2026, 4:00 p.m. Central Time.  
Open until filled.

**POSITION:** Staff Attorney, Full-time, Annual appointment subject to funding

**STARTING LEVEL/SALARY:** JSP11-14 (\$81,415 – \$173,693/year) *Depends on qualifications; annual full-time salary listed*

**AREA OF CONSIDERATION:** Open to all sources

**LOCATION:** Minneapolis, MN

**PREFERRED START DATE:** April 2026

**POSITION OVERVIEW**

The United States District Court for the District of Minnesota invites applications for the position of Staff Attorney (full-time). The Staff Attorney will work with each judge and magistrate judge in the District, primarily in habeas corpus and civil rights actions. The ideal candidate must be able to physically report to the courthouse as needed, but a remote/hybrid work schedule is available. This position is subject to funding based on caseload. Based on current data, funding for the position is expected to last at least until September 30, 2028, and may be renewed thereafter, depending upon availability of funds.

**REPRESENTATIVE DUTIES**

- Conduct substantive review of new prisoner pleadings (such as habeas corpus petitions and civil rights complaints) and new cases in which a plaintiff files an *in forma pauperis* application.
- Perform research, provide recommendations, and prepare drafts in a fast-paced environment.
- Provide advice to Clerk's Office and Chambers staff as needed.
- Perform other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS**

At the time of appointment, the candidate must possess the following minimum requirements:

- A J.D. degree with standing in the upper one-third of the class from a law school that is accredited by the American Bar Association.
- Excellent written and verbal communication.
- Strong organizational skills, analytic ability, and work ethic.
- Ability to prioritize work while dividing attention across multiple projects.



### **PREFERRED QUALIFICATIONS**

- Prior clerkship, judicial staff attorney, or pro se law clerk experience.
- Law review experience, moot court experience, publication of a noteworthy article in a law school publication or other scholarly publication, or prior legal employment.
- A background in prisoner habeas corpus and civil rights actions, and knowledge of the Prison Litigation Reform Act and the Anti-Terrorism and Effective Death Penalty Act.
- Experience in a comparable position emphasizing legal writing and analysis.
- Prior work experience in a legal or non-legal setting.
- Proficiency in computer-assisted legal research and Microsoft Office products, such as Word, Excel, Outlook, Teams, and OneNote.

### **Salary depends on qualifications.**

- JSP 11 (\$81,415) - graduation from an accredited law school
- JSP 12 (\$97,582) - one year of post-law school graduation experience and bar membership
- JSP 13 (\$116,038) - two years of post-law school graduation experience and bar membership
- JSP 14 (\$137,123) - three\* years of post-law school graduation experience and bar membership (\*two of three required years of post-law school graduation experience must be federal)

Legal work experience is experience in the practice of law, in legal research, legal administration, or equivalent experience received **after graduation from law school.**

### **ENVIRONMENTAL DEMANDS**

- Work is performed primarily in an office setting or courtroom.
- Some travel may be required.

### **APPLICATION INFORMATION**

To apply, email the PDF documents to [hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov) and add “2026-01 Staff Attorney” in the email subject line.

A complete application includes the following in PDF format:

1. A cover letter stating why you are interested in this Staff Attorney position and how you learned about the position;
2. Resume;
3. Writing sample of between eight (8) and twenty (20) pages;
3. Names and contact information for three (3) professional references; and
4. A completed Application for Employment (AO78) found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

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.** All application materials must be attached to the email as directed.



If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

This position acts in capacity as a Staff Attorney. The official job title for this position is Pro Se Law Clerk. After hire, all official appointment documents will reference Pro Se Law Clerk.

### **CONDITIONS OF EMPLOYMENT**

- Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.
- Employees of the U.S. District Court are not classified under Civil Service.
- The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.
- The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

### **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.
- More information about our valuable benefits found on <https://www.uscourts.gov/careers/benefits>

**The U.S. District Court is an Equal Opportunity Employer**