

POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF TENNESSEE

MARCH 7, 2016

POSITION: Pro Se Law Clerk (full-time position funded through September 2017, renewable contingent upon funding in future years)

ANNOUNCEMENT NO.: 16/01

DUTY LOCATION: Nashville, Tennessee

GRADE LEVEL: JSP 11 Step 1 (\$59,246) to JSP 14 Step 10 (\$129,723), depending on experience and qualifications

START DATE: May 31, 2016

OPEN PERIOD: Monday, March 7, 2016 to Friday, March 18, 2016

POSITION OVERVIEW:

The incumbent performs substantive review, research and writing in pro se/prisoner civil rights and habeas corpus cases. The incumbent independently conducts legal research and reviews case records and filings. The pro se law clerk drafts proposed opinions, memoranda, and orders for each of the district judges and provides information to chambers staff, court staff, and pro se filers.

REPRESENTATIVE DUTIES:

- Performs initial procedural and substantive review of documents in order to determine the proper course of action.
- Performs legal research and analysis and communicates results to judges orally and in writing. Reviews motions, briefs and records and prepares draft orders, reports, memoranda, or opinions regarding the request for relief.
- Presents cases and motions to judges and explains (orally and in writing) the proposed recommendation and any choices to be made.
- Provides procedural information to pro se litigants by responding to questions.

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- Remains current with developments in the law of the circuit and the district court, as well as with evolving legislation. Updates judges on those developments.
- Develops specialized expertise in particular areas of the law.
- Performs other duties as assigned.

MANDATORY QUALIFICATION REQUIREMENTS:

Eligibility: To be eligible for the position of Pro Se Law Clerk at a grade JSP 11, an applicant must be a graduate from a law school of recognized standing. To be appointed at JSP 12, the applicant must have at least one year of legal work experience after graduation from law school and bar membership. To be appointed at JSP 13, two years of legal work experience after graduation from law school and bar membership are required. For appointment at JSP 14, three years of legal work experience after graduation from law school and bar membership are required.

Other Requirements: Knowledge of federal laws, rules, and court procedures. Skill in legal research and analysis with the ability to summarize legal concepts and issues. Ability to draft memoranda and proposed legal opinions based on thorough research, sound reasoning and logical decision making. Aptitude for communicating clearly, concisely and informatively in writing. Ability to organize work, manage time effectively, establish priorities, and meet tight deadlines while working independently under limited guidance and direction. Compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements, including handling confidential information in a variety of contexts.

BENEFITS:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

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CONDITIONS OF EMPLOYMENT:

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background check.

APPLICATION PROCESS:

Interested applicants should submit **one PDF document** that contains a cover letter, resume, transcript, and writing sample. Please email the pdf document to applications@tnmd.uscourts.gov with the subject line “Pro Se Law Clerk,” no later than close of business on Friday, March 18, 2016.

The best qualified applicants will be invited for a personal interview. Travel and relocation expenses will not be reimbursed.

EQUAL OPPORTUNITY EMPLOYER