

UNITED STATES DISTRICT COURT DISTRICT OF SOUTH CAROLINA

Position: Pro Se Law Clerk
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, 2020 and may be renewed thereafter, depending upon availability of funds.

Vacancy #s: 18-10

Salary Range: \$61,218 to \$134,038
Depending upon experience, qualifications, and bar membership

Location: Hiring one in **Greenville**

Tour of Duty: Full Time

Opening Date: October 15, 2018

Closing Date: October 31, 2018

Available Date: January 1, 2019

POSITION DESCRIPTION

Pro Se Law Clerks are a significant resource for the federal court. Pro Se Law Clerks are appointed and supervised by the Chief District Judge and serve at his or her pleasure. The Chief Judge may assign Pro Se Law Clerks to work under the immediate direction of another supervising district or magistrate judge designated by the Chief Judge. Pro Se Law Clerks provide substantive legal analysis, advice, and assistance on cases pending before the District Court and on other court-related legal issues. The specific job duties to be performed are at the designated supervising judge's discretion, subject to parameters established by the Chief Judge and other judges. For example, duties may include, but are not limited to, initial review, screening and analysis of prisoner and other pro se cases and drafting of appropriate legal documents; legal research and drafting of proposed Orders or Reports and Recommendations; preparing legal memoranda for the supervising judge's review and consideration; and such other duties as may be assigned by the designated supervising judge or the Chief Judge. Pro Se Law Clerk positions are subject to the availability of continued funding, which is determined every two years.

QUALIFICATIONS

Applicants must possess a Juris Doctor from a law school of recognized standing and have excellent academic credentials. They must be a member of a State Bar. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research, Windows, WordPerfect and Word. Desirable qualifications include: detail oriented, reliable, ability to work independently, excellent oral and written communications skills, and an understanding of court processes and procedures. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

MISCELLANEOUS

The 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. Only qualified applicants will be considered for the position. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

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.

The United States District Court requires employees to adhere to a Code of Conduct Policy which is available to applicants to review upon request. 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 check. All information provided by applicants is subject to verification and background investigation.

BENEFITS AVAILABLE

- The opportunity to serve in a rewarding public service position.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long term care insurance plans.
- A defined benefit pension plan.
- Onsite fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax medical and childcare reimbursement accounts.

Employees of the U.S. District Court are not classified under Civil Service.

APPLICATION INFORMATION AND PROCESS

Qualified persons interested in being considered are invited to submit a cover letter detailing related experience and accomplishments, a resume, Application for Judicial Branch Employment (AO-78), which can be found at www.uscourts.gov under Forms & Fees, a writing sample, and list of at least three professional references, including names and current contact information.

All application materials must be physically received in our office by **4:00 p.m. on Wednesday, October 31, 2018**, and are to be sent to:

United States District Court
Attn: Human Resources - #18-10 (Greenville)
Matthew J. Perry, Jr. Courthouse
901 Richland Street
Columbia, SC 29201

***No faxes or emails will be accepted.**

If your application packet does not provide all information requested, you may not be considered for this position.

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.**

An Equal Opportunity Employer