

UNITED STATES DISTRICT COURT DISTRICT OF SOUTH CAROLINA

Position: Part-Time Pro Se Law Clerk**

Position approved only through December 31, 2020. Extension depends on additional funding allocation.

** If you are also interested in applying for the part-time temporary law clerk position (vacancy #18-12), please indicate both position numbers on your cover letter. One person may be hired for both part-time positions, which would equate to a full time position.

Vacancy #s: 18-11

Salary Range: JSP 11 – \$61,218 - \$79,586 (one-half)
JSP 12 – \$73,375 - \$95,388 (one-half)
JSP 13 – \$87,252 - \$113,428 (one-half)
JSP 14 – \$103,106 - \$134,038 (one half)

Starting salary is dependent upon experience, qualifications, and bar membership.

Location: Hiring one in **Florence**

Tour of Duty: Part-Time (20 hours per week)

Opening Date: December 3, 2018

Closing Date: Open until filled, with priority consideration given to applications received by Monday, December 17, 2018.

Available Date: Immediately

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.

BENEFITS AVAILABLE

Health, Life, Dental, Vision, Long-Term Care, and Long-Term Disability insurance, Flexible Spending Account, Thrift Savings Account, and paid federal holidays.

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(s). Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. All information provided by applicants is subject to verification and background investigation. Applicants must be a U.S. citizen or 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.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at-will and can be terminated with or without cause by the court. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

HOW TO APPLY

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 (3) professional references, including name and current contact information.

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

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

All application materials must be **physically received** in our office by **4:00 p.m. on Monday, December 17, 2018**, to ensure consideration. If you are also applying for the part-time temporary law clerk position, be sure to include **both** vacancy numbers on your cover letter.

****Only one application packet is required if you are applying for both positions.**

Applications are to be mailed to:

United States District Court
Attn: Human Resources - #18-11
Matthew J. Perry, Jr. Courthouse
901 Richland Street
Columbia, SC 29201

NOTE: No faxes or emails will be accepted.

AN EQUAL OPPORTUNITY EMPLOYER