

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title: Pro Se Law Clerk
Location: Northern District of West Virginia
Type: Part-time
Opening Date: August 26, 2021
Closing Date: September 27, 2021 (deadline extended)
Starting Salary: JSP 12/1 – JSP 14/10 - \$38,744-\$79,643
Starting salary commensurate with qualifications, experience,
and duty station
Announcement # WVN 2021-04

Position Description:

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of a part-time Pro Se Law Clerk. The position will be based at one of the four points of holding court in Clarksburg, Elkins, Martinsburg, or Wheeling, and will provide legal advice and assistance to the court in connection with prisoner petitions and complaints. Pro se law clerk positions are subject to available funding, dependent upon annual court filings.

Representative Duties include:

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the court in preparing opinions.
- Maintains liaison between the court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate.
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the court, Administrative Office, and other officials.

- Keeps abreast of changes in the law to aid the court in adjusting to new legislation in the pro se area.
- Provides information, guidance, and advice to judges, magistrates judges, and other personnel working in the pro se area. Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

Qualifications:

To qualify for the position of pro se law clerk, an individual must be a graduate from a law school of recognized standing, have at least one year of legal experience (post law degree) and be a member of the bar. Successful candidate must have the ability to analyze complex legal issues and understand a wide range of legal concepts, principles, and practices as they relate to pro se litigation. Applicant must have excellent writing skills and perform legal research accurately and expeditiously; communicate complex issues in simple terms; set priorities; and manage work with limited supervision. In addition, applicant must be a self-starter and detail oriented, possess excellent interpersonal skills, have strong organizational skills, and be able to function independently as well as in a team environment. Applicant must be computer literate, proficient in Microsoft Word, proficient in computer assisted research, and must have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:
 - a) Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - b) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - c) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - d) Participation in the legal aid or other law school clinical program sanctioned by the law school; or
 - e) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

Miscellaneous:

- U.S. citizenship required or lawful permanent residents seeking U.S. citizenship.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a background check that includes an FBI fingerprint check as a condition of employment. Veterans' preference is not a factor used in Judicial Branch appointments.
- Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov/
- Position will require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a writing sample, a cover letter and a resume with salary history and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

U.S. District Court is an Equal Opportunity Employer