

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**



PART-TIME STAFF LAW CLERK

SALARY RANGE: JSP 11-14

(\$30,596.80 - \$66,996.80)

Depending upon experience

Opening Date: November 23, 2015

There is an immediate opening to be filled as soon as possible. However, applications will be accepted until the position is filled.

Announcement No. 16-04

The United States District Court, Northern District of Georgia, Atlanta Division, has an opening for a part-time, 20 hours per week, Staff Law Clerk. This is a two-year position that the court intends to extend annually if supporting case filings justify. The Staff Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

REQUIREMENTS:

Graduation with a Juris Doctor (JD) degree or equivalent from an accredited law school. Excellent academic credentials demonstrated by one of the following: top one-third of graduating class, experience on the editorial board of a law review, graduation with a LLM degree, or equivalent proficiencies in legal studies. Applicant should indicate approximate class rank and/or accomplishment achieved. At least three years of post-law school legal experience strongly desired. Ability to analyze complex legal questions and to comprehend a wide range of legal concepts, principles and practices. Superior writing and research skills. Proficiency in word processing and computer assisted legal research (CALR).

DUTIES:

- Screens/reviews all petitions, correspondence, motions, and briefs filed by prisoners, whether represented by counsel or proceeding pro se. Included are habeas corpus, civil rights and mandamus actions.
- Conducts independent legal research into issues raised by pleadings. Makes recommendations to the judges and to the court on individual cases or pro-se system.
- Drafts orders and opinions for judicial review and signature. Keeps abreast of law in relevant areas and advises court of significant changes.
- Manages progress on prisoner cases and maintains records/legal research files. Communicates with counsel regarding the handling and progress of their cases.
- Provides information, guidance, and advice to district judges, magistrate judges, and other court staff on legal issues unique to prisoner cases.

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- Coordinates case activities with other courts, state and federal agencies, and attorneys.
- Duties may be revised to include other types of federal cases.

NOTICE TO APPLICANTS:

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request. ***Final candidates will undergo a background check.*** This position is subject to mandatory EFT participation of net pay, (i.e., direct deposit of salary earnings).

APPLICATION PROCESS:

To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing qualifications and relevant experience; 3) a chronological résumé including education, employment and salary history; 4) law school transcript; and 5) writing sample. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #16-04, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309.** **There is an immediate opening to be filled as soon as possible. However, applications will be accepted until the position is filled.** All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.