



# CAREER OPPORTUNITY

with the

## United States District Court Northern District of Georgia



### PRO SE LAW CLERK

JSP 11 – 14

Vacancy Announcement # 24-12

Salary Range: **\$76,671 - \$129,134**

Placement in the range depends upon education and experience.

Opening Date: **May 3, 2024**

Closing Date: **Open until filled**

Priority to applications received by  
May 28, 2024.

**OVERVIEW:** The United States District Court for the Northern District of Georgia, Atlanta Division, is recruiting to fill a Pro Se Law Clerk position in the exciting and growing city of Atlanta, Georgia. The Pro Se Law Clerk provides legal advice and assistance to the court in connection with prisoner litigation, including 1983 civil rights claims and state / federal habeas petitions and complaints. This position also provides substantive screening of other pro se litigation filed by non-prisoners. The start date is July 1, 2024. First review of applications will occur after May 28, 2024; however, the position will remain open until filled.

### REPRESENTATIVE DUTIES:

- Performs substantive screening of all pro se prisoner complaints and petitions, consisting primarily of state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Performs substantive screening of other pro se litigation filed by non-prisoners.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research to assist the court in preparing opinions. Drafts appropriate recommendations and orders for the court's consideration.
- Maintains liaison between the court and litigants. Corresponds with other officials, such as the State Attorney General and the U.S. Attorney, as required.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling pro se complaints, petitions, and pleadings.
- Reviews the docket of pending prisoner and non-prisoner pro se litigation to ensure the proper progress of such cases and advises the court 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 caselaw or legislation in the pro se area.
- Provides general information, guidance, and advice to judges, chambers staff, and other personnel working in the pro se area.
- Performs other duties as assigned.

**QUALIFICATION 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. Proficiency in Windows applications, Microsoft Word, and computer assisted legal research (Lexis-Nexis, Westlaw, etc.). At least three years of post-law school experience strongly desired. Applicant 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; have superior writing and research skills; communicate complex issues in simple terms; set priorities; and manage work with limited supervision. Applicant must be both a self-starter and detail oriented, possess excellent interpersonal skills, have strong organizational skills, and have a positive attitude.

**NOTICE TO APPLICANTS:** Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the court. All employees are required to adhere to a Code of Ethics and Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be United States citizens or eligible to work in the United States.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing Form AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual’s date of hire.

## HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience
- 3) Chronological resume including education, employment, and salary history

Submit your completed package as a single PDF electronically to: [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov)

or via mail to:

**United States District Court  
Attn: Human Resources  
Manager, Vacancy #24-12  
75 Ted Turner Drive, SW  
Room 2013  
Atlanta, GA 30303-3338**

All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

**ABOUT ATLANTA:** Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**