



# CAREER OPPORTUNITY

with the

## United States District Court Northern District of Georgia



### PRO SE LAW CLERK (PART-TIME)

JSP 11 – 14

Vacancy Announcement # 25-24

Salary Range: **\$39,094 - \$65,845 (half time)**

Placement in the range depends upon education and experience.

Opening Date: **September 16, 2025**

Closing Date: **Open until filled**

Priority to applications received by September 26, 2025.

**This position is in the federal judiciary, not the executive branch, and therefore is not subject to the executive orders and DOGE mandates that apply only to the executive branch.**

**OVERVIEW:** The United States District Court for the Northern District of Georgia is recruiting to fill a part-time (40 hours per two-week pay period), fully remote pro se law clerk position. 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.

### 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.
- Reviews objections to reports and recommendations in prisoner cases and drafts orders addressing them.
- 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 when action 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.
- Stays current with legal developments to assist the Court in adapting to new case law or legislation in pro se matters.
- Provides general information, guidance, and advice to judges, chambers staff, and other personnel regarding pro se matters.
- Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** To qualify for the pro se law clerk position, a person must be a law school graduate from a law school of recognized standing and must demonstrate a strong track record of academic and professional success. 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. At least three years of post-law school experience strongly desired. 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.) is a requirement. 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.

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

## 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.
- 4) Legal writing sample not to exceed 10 pages and not heavily edited by others.
- 5) Law school transcript.
- 6) List of references.

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 #25-24  
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 expenses are not reimbursable.