

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: August 17, 2004
POSITION: PRO SE LAW CLERK - PART TIME
LOCATION: 500 Pearl Street
New York, New York
CLASS/LEVEL: JSP-11 to JSP-14
SALARY: \$26,325 to \$44,337 per annum at PT rate
Depending on Qualifications and Experience
CLOSING DATE: September 3, 2004
VACANCY NO.: 04-8

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

SPECIAL NOTE: This is a part-time position (20 hours minimum per week) which is funded until December 31, 2005, with the possibility of extension. Applicants must be available to start by September 28, 2004.

DUTIES AND RESPONSIBILITIES: The Pro Se Law Clerk will join other Staff Attorneys who advise the Court on pro se matters including prisoner habeas corpus petitions and civil rights complaints, employment discrimination complaints, social security disability appeals and any other civil proceeding instituted without an Attorney. Duties include: substantive screening of all petitions and complaints; drafting proposed sua sponte dismissals and appropriate orders for the Court's signature; writing advisory memoranda to assist the Court in preparing opinions; maintaining liaison between the Court and pro se litigants; providing procedural advice and guidance to pro se litigants. Commitment to public interest law is desirable. Applicants must have a solid understanding of constitutional law.

REQUIRED QUALIFICATIONS: To qualify for the position of Pro Se Law Clerk for the JSP-11 level (\$26,325), a person must be a law school graduate. To qualify for the JSP-12 level (\$31,551), the applicant must also be a member of the Bar and have one year of specialized experience in the practice of law, in legal research or in legal administration. One additional year of specialized experience is required for the JSP-13 level (\$37,519); two additional years of specialized experience are required for the JSP-14 level (\$44,337).

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a covering letter. The covering letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the covering letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVERING LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATT: PERSONNEL, ROOM 310***

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS