

---

## \*\*\* CAREER OPPORTUNITY \*\*\*

---



---

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

---

|                        |  |
|------------------------|--|
| <b>Position Title:</b> | <b>PRO SE ATTORNEY (20 HRS/WK)</b>   |
| <b>Location:</b>       | <b>Grand Rapids, Michigan</b>  |
| <b>Closing Date:</b>   | <b>November 30, 2015 (Close of business @ 4:30p.m.)</b>  |
| <b>Salary Range:</b>   | <b>JSP 11/1 - 14/10 (\$29,281 - \$64,111)</b><br><i>Dependent Upon Qualifications and Experience</i> |

The United States District Court for the Western District of Michigan is accepting applications for a part-time Pro Se Attorney to be located in Grand Rapids. The Pro Se Attorney provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

#### Representative Duties

- 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, opinions, and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and bases for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Evaluates present procedures to identify 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 reports, as required, which 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.
- Remains abreast of changes in the law to aid the Court in adjusting to new cases and legislation in the pro-se area.

- Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro-se area. Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

### Education and Qualifications

To qualify for the position of Pro Se Attorney, an individual must be a graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) 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:
  - (1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - (2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - (3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
  - (4) Participation in the legal aid or other law school clinical program sanctioned by the law school;\* or
  - (5) 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 law school.\*

(\*To receive credit, participation and experience could not have been for academic credit.)

### **Legal Work Experience**

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

The table below shows the number of years of legal work experience required to qualify for appointment as a Pro Se Attorney at the applicable JSP grade level. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

| JSP Grade Level | Years of Legal Work Experience | Bar Membership Required |
|-----------------|--------------------------------|-------------------------|
| 11              | 0                              | No                      |
| 12              | 1                              | Yes                     |
| 13              | 2                              | Yes                     |
| 14              | 3                              | Yes                     |

### **Court-Preferred Qualifications**

- Experience working in an electronic environment with various technologies to accomplish work
- Familiarity with CM/ECF (Case Management/Electronic Case Filing) system
- Excellent research and writing skills
- Experience as federal law clerk, pro se attorney or state appellate law clerk
- Minimum of one year experience (post-graduation) in practice of law, in legal research, or legal administration

### **Benefits**

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program.

### **Conditions of Employment**

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of an FBI background investigation. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court’s web site at [www.miwd.uscourts.gov](http://www.miwd.uscourts.gov).

### **How to Apply**

For consideration, qualified applicants must provide the following:

- a letter of interest;
- a detailed resume;
- law school transcripts;
- writing sample;
- contact information for three professional references; and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Incomplete or late applications will not be considered. **Required documents can be sent via mail or email and must be received by 4:30p.m. on November 30, 2015.** If sending via email, please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503.

**EQUAL OPPORTUNITY EMPLOYER**