

■ CAREER OPPORTUNITY ■



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #22-06
Title: Pro Se Attorney
Position Type: Part-Time
Location: Grand Rapids, Michigan
Closing Date: Position open until filled---Priority consideration given to those who apply by June 3, 2022
Salary Range: JSP 11 - 14 (\$33,107 - \$72,488)*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a part-time (20 hours/week) Pro Se Attorney.

**Starting salary based upon a 20-hour work week and commensurate with qualifications and experience*

POSITION OVERVIEW

The Pro Se Attorney will perform research and writing tasks as assigned by Judicial Officers of the Court on pending prisoner civil rights and habeas corpus cases. Substantive work will include review and analysis of pending motions; preparation of draft documents for a Judicial Officer's review, editing and approval; research to assist the Judicial Officers in preparing opinions; assisting with the Court's pro se litigation docket; and other duties as assigned. Position may be eligible for periodic telework.

EDUCATION & 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: standing within the upper third of the class from a law school on the approved list of the American Bar Association or the Association of American Law

Schools; or experience on the editorial board of a law review of such a school; or graduation from such a school with an LLM degree; or proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

The number of years of legal work experience possessed, as well as bar membership, impacts salary. Prior work experience in a court as well as knowledge of federal practice and procedure is preferred.

Candidates must be able to analyze complex legal issues and comprehend a wide range of legal concepts, principles, and practices, as well as be able to write and perform legal research accurately and expeditiously. The successful candidate will be detail-oriented, possess excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, and the ability to manage priorities with limited supervision.

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, 11 paid holidays per year, and a leave accrual program. (**NOTE:** For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.) Judiciary employees serve under “excepted service” appointments and are not covered by federal civil service classifications or regulations. Judiciary employees are considered “at will” and employment can be terminated at any time. This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages. Appointment is provisional and contingent upon successful completion of an FBI background investigation. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest;
- a detailed resume;

- law school transcripts;
- writing sample, and
- contact information for three professional references

Incomplete applications will not be considered. All required documents must be submitted **as a single pdf document** by email to human_resources@miwd.uscourts.gov or through OSCAR (Online System for Clerkship Application and Review) <https://oscar.uscourts.gov/>. Position open until filled. Priority consideration given to those who apply by June 3, 2022. **No phone calls please.**

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, if a closing date is provided, any of which may occur without prior written notice or other notice. Reimbursement of travel and/or relocation expenses is not authorized. All information provided by applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

**THE U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN
IS AN EQUAL OPPORTUNITY EMPLOYER**