CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

Announcement: **#26-10 AMENDED***
Title: **PRO SE ATTORNEY**
Location: **Grand Rapids, Michigan**
Position Type: **Full-time**
Closing Date: **Open until filled**
Salary Range: **JSP 11/1 – 14/10 ($74,678– $163,514)****

**Amended to remove priority consideration date and modify number of positions available*
***Starting salary is based on the Rest of the United States Judiciary Salary Plan (JSP) pay table and is commensurate with qualifications and prior legal and/or Federal Court experience.* *Judiciary Salary Plan Pay Rates*

Grand Rapids
110 Michigan St. NW
Grand Rapids, MI 49503

Lansing
315 W. Allegan St.
Lansing, MI 48933

Kalamazoo
410 W. Michigan Ave.
Kalamazoo, MI 49007

Marquette
202 W. Washington St.
Marquette, MI 49855

www.miwd.uscourts.gov

The Federal Judiciary is an Equal Opportunity Employer.



OVERVIEW

A great opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Pro Se Attorney. All Pro Se Attorney positions are subject to available funding from the Administrative Office of the United States Courts, dependent upon annual court filings. Position may be eligible for telework. (NOTE: If full-time telework arrangement is approved, pay table is determined by telework site location. See Judiciary Salary Plan Pay Rates.)

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.

The Western District of Michigan was created in 1863, and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan

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.

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

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

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.

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 appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- Appointment is provisional and retention is contingent upon successful completion of an FBI background check and favorable employment suitability determination.
- The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees.

HOW TO APPLY

Previous applicants do not need to reapply. For consideration, qualified applicants must provide the following:

- a letter of interest (*please indicate whether seeking full-time telework*);
- a detailed resume;
- law school transcript;
- writing sample;
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form,

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.

* For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive a lifetime monthly annuity. 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.

available at https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment (**NOTE**: Applicants are not required to fill out the Optional Background Information section (Questions 19 – 21) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov or through OSCAR (Online System for Clerkship Application and Review) https://oscar.uscourts.gov/. Position open until filled. **No phone calls please.**

APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, fill more than one position from this announcement, or to fill the position sooner than the closing date without prior notice. If a similar position opens within 90 days of the closing date of this announcement, applicants under this announcement may be considered without further advertisement and competition.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Application materials must consist of material that is the candidate's own original work and not composed or substantially edited by other individuals or by generative AI tools (such as ChatGPT).