

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY**

William T. Walsh, Clerk



**Career Opportunity  
Announcement # 17-011**

**Position Title:** Staff Law Clerk (Part Time\*)  
Excepted Temporary Appointment

*\*Based on funding, this position may have  
the potential to become a full time position*

**Classification Level/:** JSP 12- 13 (\$82,304 to \$127,228)\*\*- Table 66 Trenton/Newark  
**Salary Range** (Qualifications based on experience pursuant to AO guidelines.)

**Duty Station:** Trenton, New Jersey

**Posting Period:** June 9, 2017 –June 22, 2017

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**POSITION SUMMARY**

The U.S. District Court for the District of New Jersey is a recruiting for a *part-time* attorney to join its Prisoner Litigation Office *for a term of up to two-years*. The Staff Law Clerk reports to the Supervisory Staff Law Clerk, a designee of the Chief Judge.

The Staff Law Clerk provides assistance to the Court regarding substantive legal and procedural review of prisoner civil litigation, instituted with or without an attorney, including State and Federal prisoner habeas corpus petitions and civil rights complaints.

**REPRESENTATIVE DUTIES**

Responsibilities of this position include, but are not limited to:

- Substantively screens petitions and complaints;
- Drafts appropriate opinions and orders for review by District Judges, including motions to dismiss and for summary judgment, and final habeas opinions;
- Monitors dockets to assure the proper progress of cases;
- Provides information, guidance, and advice to judges and chambers law clerks on legal issues relating to prisoner and *pro se* cases;
- Compiles statistics and prepares periodic reports to reflect the status of cases; and
- Performs other duties as assigned, including attending some court hearings.

Some travel within the district may be required.

**QUALIFICATIONS**

Ideal candidates are law school graduates who have:

- At least one year of legal work experience after receipt of J.D.;
- A strong academic background, and demonstrated research and writing ability;
- Strong verbal and written communication skills, and the ability to work effectively with a variety of people in person, on the phone, and via email;
- Excellent organizational skills and experience handling multiple tasks and projects;
- Ability to work with strict deadlines and in a fast-paced environment;

- Maturity, good judgment, and high ethical standards; and
- Ability to work independently or as a team player, with a positive work attitude.

*Note: The outside practice of law is prohibited except as provided by the Code of Conduct for Judicial Employees.*

## **PREFERRED QUALIFICATIONS**

Working knowledge of prisoner and constitutional law; federal clerkship experience; two years of legal work experience in a high volume, production-oriented environment.

Prior experience handling prisoner litigation is helpful.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

## **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

## **APPLICATION PROCESS**

Qualified applicants must submit **electronically** in PDF format (1) a cover letter and (2) an updated resume to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address: [http://www2.ca3.uscourts.gov/vacancyupload/njd\\_17011.aspx](http://www2.ca3.uscourts.gov/vacancyupload/njd_17011.aspx) **on or before June 22, 2017 by 5:00 p.m.**

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN  
EQUAL OPPORTUNITY EMPLOYER***

***\*\*Salary range is divided in half for the part-time position. This part-time position is for up to 20 hours per week.***