



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

United States District Court – NJ — CAREER OPPTY. # 13-4

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| Position: | Supervisory Pro Se Law Clerk (Term Appointment) |
| Posting Period: | February 19, 2013 to March 5, 2013 (Position Available on or about 4/22/2013) |
| Classification Level: | Salary Range - JSP 12—14 (\$77,585 to \$141,726—Table 66 Trenton/Newark) |
| Location/Duty Station: | Pro Se Office, Trenton, New Jersey |

Introduction:

The U.S. District Court for the District of New Jersey is looking for an attorney to join the Pro Se Office in a supervisory capacity. The Supervisory Pro Se Law Clerk reports to the Chief Judge and/or his/her designee with guidance from the Court's Pro Se Law Clerk Committee.

Position Overview:

The principal responsibility of the Supervisory Pro Se Law Clerk is to lead the Pro Se Office which will be staffed with up to eight (8) Pro Se Law Clerks. The Supervisory Pro Se Law Clerk provides assistance to the Court regarding substantive legal and procedural review of prisoner civil litigation, including State and Federal prisoner habeas corpus petitions and civil rights complaints. This individual works closely with the Chief Judge, the Court's Pro Se Law Clerk Committee and senior personnel in the Clerk's Office to ensure that assigned cases are being properly docketed, managed and addressed.

Duties and Responsibilities:

The Supervisory Pro Se Law Clerk is responsible for the day-to-day operations of the Pro Se Office, which includes supervising and training the Pro Se Law Clerks and reviewing their written work prior to submission to the Judges of the Court. The Supervisory Pro Se Law Clerk is also responsible for providing advice to the District and Magistrate Judges regarding prisoner cases, supervising the preparation of legal opinions and orders for the Court, evaluating the Pro Se Law Clerks' professional performance and recommending personnel actions. Other managerial duties will be assigned, as necessary.

Required Minimum Qualifications:

To qualify for the position, the successful applicant must be a law school graduate, be a member in good standing of a Bar from any state or federal jurisdiction and have experience in the practice of law, legal research or legal administration. Individuals should possess a solid understanding of constitutional law and possess excellent communication, research, writing and interpersonal skills. At least five (5) years of relevant legal and/or management experience post-Juris Doctor is required. Three (3) years of federal court experience is preferred. The candidate must be proficient in the use of computer software applications such as Microsoft Word/Word Perfect and Lotus Notes. A knowledge of West Law and familiarity with CM/ECF is preferable. Note: The outside practice of law is prohibited except as provided by the Code of Conduct for Judicial Employees.

Required Clearances:

Due to the nature of the position, the successful candidate must undergo a mandatory FBI background check and investigation.

Application Process:

Qualified persons interested in being considered for this position are invited to submit a cover letter with resume, **writing sample** and salary history on or before **March 5, 2013** to, Emma Fernandez-Regan, Human Resources Manager, Clarkson S. Fisher U.S. Courthouse, 402 East State Street, Room 2020, Trenton, NJ 08608; or E-mail to: hr@njd.uscourts.gov.

Information for Applicants:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are “seeking citizenship” as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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