

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title: Temporary Pro Se Law Clerk
Location: Little Rock Office-Announcement #24-J03
Closing Date: Open Until Filled- (Anticipated Start Date Aug./Sept. 2024)
Tour of Duty: 12-16 weeks Temporary Appointment
(40 hours/week, negotiable)
Starting Salary/Range: JSP Grade 11 to 14 (\$72,553 - \$158,860)*
* Depending on Qualifications and Experience. One to Three Years Specialized Experience Required for Higher Graded Position.

Position Overview: The Pro Se Law Clerk will work under the supervision of a United States Magistrate Judge. Responsibilities of this position are to provide legal advice and assistance to the Court in connection with prisoner petitions and complaints filed pursuant to civil rights and habeas corpus laws, including review of all prisoner complaints, petitions and motions to determine if procedural filing requirements are met; substantive screening of all prisoner complaints, petitions and motions to determine legal issues involved; drafting of appropriate orders and opinions; monitoring of all prisoner cases up to trial, if necessary; and other duties as assigned.

Qualifications: To qualify for the position of law clerk a person must be a graduate of an accredited law school, have excellent academic credits, possess superior legal research, and writing skills, and be proficient in computer-assisted research, Windows, and WordPerfect. Bar membership and federal litigation experience is preferred, as well as experience on the editorial board of law review, moot court, and/or publication in a law review journal. Bar membership is required for JSP 12 or above.

To apply, submit a writing sample, law school transcript and a resume, including education, experience and references to:

**Clerk, United States District Court - #24-J03
600 West Capitol, Room A-149
Little Rock, AR 72201-3325**

Only the most qualified applicants will be interviewed. This position is subject to mandatory EFT participation for payment of net pay. Must be a U.S. Citizen or a permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment.

**** The Court is an Equal Opportunity Employer ****