

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Pro Se Law Clerk
Location:	Little Rock Office-Announcement #14-J08
Starting Date:	February 16, 2015
Tour of Duty:	Part Time-20 hours per week
Starting Salary/Range:	JSP Grade 11 to 14 (\$28,991-\$48,828)*

* Depending on qualifications and experience. Two to Four 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 social security appeals, prisoner petitions and complaints filed pursuant to civil rights and habeas corpus laws, including: reviewing all documents forwarded from administrative law judges, reviewing briefs submitted in support of the social security appeal, 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: Because the matters on which the Pro Se Law Clerk will be working often include complex constitutional issues, including significant questions of first impression, candidates must have strong academic credentials, excellent research/writing skills, and superior analytical ability. To qualify, a person must be a law school graduate. Bar membership is required for JSP 12 or above. If hired below a grade 14 there is promotion potential to a grade 14 without further competition. Candidates should be proficient in the use of standard office software and automated legal applications.

The selected candidate must successfully complete an FBI background check as a condition of employment. Only the most qualified applicants will be interviewed. This position is subject to mandatory EFT participation for payment of net pay. To apply, submit a writing sample, law school transcript and a resume, including education, experience and references to:

**Clerk of Court
United States District Court, #14-J08
600 West Capitol, Room A-149
Little Rock, AR 72201-3325**

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