



**Position:** Pro Se Law Clerk - Full Time

**Duty Station:** South Bend or Hammond (Indiana)

**Grade Range:** JSP 11 to JSP 14\*

\*Based on the qualifications and salary guidelines of the Administrative Office of the U.S. Courts.

**Opening Date:** September 30, 2019

**Closing Date:** October 18, 2019

**Introduction:**

The United States District Court for the Northern District of Indiana is seeking qualified applicants for a full-time Pro Se Law Clerk. Location for this position is either South Bend or Hammond. The position is supervised by the Chief Judge of the court in coordination with other judicial officers.

**Representative Duties:**

Duties include performing legal research and writing related to prisoner civil rights and habeas corpus cases. The position's general responsibilities include: (1) substantive screening of civil complaints and habeas corpus petitions; (2) conducting independent legal research into issues raised by pleadings; (3) drafting appropriate recommendations, memoranda and orders for the Court's approval; (4) keeping abreast of changes in the law; (5) monitoring dockets of pending civil actions; and (6) compiling statistics and preparing periodic reports to reflect the status and flow of cases. In addition, the Pro Se Law Clerk communicates with District Court judges and other court staff on legal issues relevant to pro se cases. Pro Se Staff Law Clerk positions are subject to available funding supplied by the Administrative Office of the United States Courts, dependent upon annual court filings.

**Qualifications/  
Skills:**

Graduation from an ABA-accredited law school, admission to a State Bar, superior analytical ability, excellent research and writing skills, proficiency with windows based computers and word processing software, the ability to work independently, and the ability to take directions are required. Legal experience in constitutional, criminal, civil rights, or habeas corpus law is preferred.

**Compensation/  
Benefits:**

Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan. Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees, including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a retirement plan with capped matching contributions, and a professional environment.

**Conditions of  
Employment:**

Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a fingerprint check. All application information is subject to verification. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are excepted service appointments (at will and can be terminated with or without cause by the court). This position is subject to mandatory electronic fund transfer participation for payment of net pay.

**Application  
Process:**

Qualified applicants are invited to submit a cover letter, resume, two writing samples, law school transcript, and an Application Form AO 78 (available at <http://www.innd.uscourts.gov/sites/innd/files/AO078.pdf>), to [humanresources@innd.uscourts.gov](mailto:humanresources@innd.uscourts.gov). The application must be submitted as a **single PDF** document by 5 p.m. EST on October 18, 2019, for consideration.

Participation in the interview process will be at the applicant's own expense. The court cannot pay for any relocation expenses. Only those applicants selected for an interview will be contacted.

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice.*

**The Court is an Equal Opportunity Employer**