



United States District Court, Northern District of Indiana  
204 Main Street  
South Bend, IN 46601  
[www.innd.uscourts.gov](http://www.innd.uscourts.gov)

**Vacancy Announcement Number: 2021-01**

### VACANCY NOTICE

<b>Position Title:</b> Temporary* Pro Se Law Clerk – Full Time (*Temporary term expires September 30, 2021.)	<b>Opening Date:</b> April 22, 2021 <b>Closing Date:</b> Open until filled.
<b>Duty Station:</b> Hammond or South Bend, Indiana (Remote Location – Negotiable)	
<b>Earliest Start Date:</b> May 24, 2021	
<b>Salary:</b> JSP 12 to JSP 14** (South Bend Pay Table: \$77,488 – \$141,548) (Hammond Pay Table: \$85,935 – \$156,979) <i>**Based on experience and qualifications and guidelines of the Administrative Office of the U.S Courts.</i>	

#### **Introduction:**

The United States District Court for the Northern District of Indiana is seeking qualified applicants for a temporary, full-time, Pro Se Law Clerk position. Location for this position is South Bend or Hammond, however, the appointing judge is willing to consider applicants who work remotely. Pro Se Law Clerks are a significant resource for the federal court. The position is supervised by the Supervising Pro Se Staff Attorney in coordination with the Chief Judge of the Court and the other judicial officers. Pro Se Law Clerks provide substantive legal analysis, advice, and assistance on pro se cases pending before the District Court and on other court-related legal issues.

#### **Duties and Responsibilities:**

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.

**Qualifications, Skills and Requirements:**

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. At least one year of full-time legal work experience following law school graduation is required. Legal experience in constitutional, criminal, civil rights, or habeas corpus law is preferred.

**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 applicant will be hired provisionally pending the successful completion of a required background investigation that includes FBI fingerprinting and ends with a favorable employment suitability determination. Reinvestigation may be required every five years thereafter. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, not subject to the employment regulations of competitive service, and are "at-will" employees, who 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.

**Benefits:**

Paid federal holidays and participation in Federal Employee Health Benefit Program.

**Application Process:**

Qualified applicants are invited to submit a cover letter, resume with professional references, two writing samples, law school transcript and an Application for Judicial Branch Employment Form AO-78 (available at <https://www.uscourts.gov/sites/default/files/ao078.pdf>). Submit **all** material in a **single pdf** to [humanresources@innd.uscourts.gov](mailto:humanresources@innd.uscourts.gov). **Reference the Vacancy Announcement Number in the subject line of the email. Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

**Participation in the interview process will be at the applicant's own expense. The Court will not pay for 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, to withdraw the announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written or other notice.*

*Indiana Northern District Court is an Equal Opportunity Employer.*