

# CAREER OPPORTUNITY



## United States District Court Northern District of Indiana

**POSITION:** Staff Attorney  
**VACANCY NUMBER:** 2018-10  
**LOCATION:** Hammond, IN  
**GRADE RANGE:** CL 29/1 to CL 29/61  
**SALARY RANGE:** \$77,099 to \$ 125,359  
commensurate with qualifications and experience  
**OPEN DATE:** December 10, 2018  
**CLOSING DATE:** December 24, 2018 (close of business)

### THE POSITION

The United States District Court is currently accepting applications for a Staff Attorney in the Hammond Division. This position is part of the Clerk's Office. The Staff Attorney reports to the Clerk of Court and provides the clerk's office and the court with substantive procedural legal advice regarding day to day legal, administrative, and policy matters.

### REPRESENTATIVE DUTIES

- Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day clerk's office and/or court activities or assigned projects. Conduct research on specific legal questions and report on the results of such research.
- Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and court rules and orders affecting the operation and work of the clerk's office and the court.
- Provide staff support for court and bar committees; such as a local rules committee.
- Provide support, oversight, legal analyses and direction to staff and judges concerning the review and processing of Criminal Justice Act (CJA) vouchers. Draft documents for judges as directly related to the processing/approval of CJA vouchers.
- Prepare reports in areas including, but not limited to pro se prisoner litigation, the local jury plan, and the court's internal controls and local rules.
- Monitor and evaluate existing and proposed legislation, laws, rules and other regulations to determine impact on court procedures or to suggest changes to improve clerk's office or court policies or procedures.

### MINIMUM QUALIFICATIONS

Candidates must have the following minimum qualifications: (1) law school graduation; (2) law review/journal experience; (3) good character and maturity; (4) excellent skills in research, case management, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research, Windows, and MS Word; (6) minimum of three years' experience (five preferred) in the practice of law, in a judicial clerkship, or other comparable position demanding high quality legal writing and management of a heavy volume of cases; and (7) ability and willingness to work collegially with others.

## **EMPLOYEE BENEFITS**

Judiciary employees serve under excepted appointments, not civil service, but are entitled to the same benefits as other federal government employees. Some of these benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.

## **CONDITIONS OF EMPLOYMENT**

Employees of the United States Courts serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated at any time with or without cause. This position is subject to mandatory participation in electronic funds transfer (direct deposit) participation for payment of net pay. Applicants must be United States citizens or eligible to work for the United States government. All individuals appointed to positions in the Clerk's Office must undergo a FBI background check. New employees are considered provisional hires pending the successful completion of the FBI background check. Employees are required to adhere to a Code of Ethics and Conduct, which is available to the applicant for review upon request.

## **HOW TO APPLY**

Qualified applicants are invited to submit an application packet which includes: a cover letter specifying how you satisfy the qualifications of this position, a detailed resume, and the official AO 78 Application Form (available at [www.innd.uscourts.gov/employment-opportunities](http://www.innd.uscourts.gov/employment-opportunities)). All application packets should be emailed in a **single** PDF to [Humanresources@innd.uscourts.gov](mailto:Humanresources@innd.uscourts.gov). Resumes must be received by e-mail by close of business on December 24, 2018. Incomplete application packets or multiple PDFs will not be reviewed. Verification of employment, education, and reference checks will be made prior to any offer of employment. A detailed job description is available on the court's internet site.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

**The United States District Court for the Northern District of Indiana is an equal opportunity employer.**

The court will only contact those qualified applicants who will be invited for an interview.