



**United States District Court  
Southern District of New York**

POSITION: Pro Se Law Clerk  
TERM: Two-Year Assignment (subject to available funding)  
Full-time position  
POST DATE: March 4, 2016  
CLOSING DATE: April 4, 2016  
LOCATION: 500 Pearl Street New York, NY  
CLASS/LEVEL: JSP-11 to JSP-14  
SALARY: \$66,940–\$146,570 (commensurate with experience and bar membership, in accordance with JSP guidelines)  
VACANCY NO.: 16-12 PSL

**Duties and Responsibilities**

The U.S. District Court for the Southern District of New York is hiring one pro se law clerk to serve a two-year term (subject to available funding) for the Office of Pro Se Litigation. The Office of Pro Se Litigation serves the Chief Judge and the District and Magistrate Judges of the Court in the handling of all cases filed by individuals who are representing themselves in court. It provides legal support to the Court's judges to assist them in managing their pro se docket (which accounts for approximately 25% of the Court's civil filings). Pro se law clerks review initial pro se filings and draft legal memoranda and proposed orders and decisions for the Chief Judge and other judicial officers. Pro se law clerks report directly to the Chief Counsel of the Office of Pro Se Litigation.

In addition to providing substantive support to judicial officers, pro se law clerks work on other matters handled by the Office of Pro Se Litigation, including preparing forms, manuals, and other materials to provide assistance to pro se litigants.

**Qualifications**

To qualify for the position of pro se law clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- b) Experience on the editorial board of a law review of such a school;
- c) Graduation from such a school with an LLM degree; or
- d) Proficiency in legal studies that, in the opinion of the appointing officer, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
  1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
  2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;

3. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
4. Participation in the legal aid or other law school clinical program sanctioned by the law school;\* or
5. Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.\*

(\*To receive credit, participation and experience could not have been for academic credit.)

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing officer.

The Court will consider recent law school graduates as well as lawyers with professional experience. All candidates must have excellent academic credentials as well as superior analytical, research, and writing skills. The Court's pro se docket is heavily weighted toward prisoner filings, including civil-rights actions and habeas petitions. The Court also sees a large number of nonprisoner civil-rights actions and employment discrimination cases. Legal experience in any of these areas will be favorably considered. Computer skills such as advanced word processing and database management will also be favorably considered.

#### **Benefits**

Health, life, dental, vision, and long-term care insurance, flexible spending accounts, Thrift Savings Plan, and paid federal holidays. For further information, please visit:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

#### **How to Apply**

To be considered for this position applications must include a cover letter, resume, law-school transcript, list of at least three references, and a recent, self-edited writing sample. Please email your complete application to [PSLC@nysd.uscourts.gov](mailto:PSLC@nysd.uscourts.gov) using "Pro Se Law Clerk" as the subject line (all documents should be combined into a single PDF file).

Due to the volume of applications, the Court will communicate only with those individuals who will be interviewed for the open position.

#### **Miscellaneous**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior notice. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. All information provided by applicants is subject to verification and background investigation. Applicants must be United States citizens. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at-will and can be terminated with or without cause by the court. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.