



# United States District Court Eastern District of New York

[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

## Vacancy Announcement #21-08/PROSEBK

**Position:** Pro Se Writ Clerk (2 positions)

**Location:** Brooklyn, NY Courthouse – 225 Cadman Plaza East

**Position Type:** Full-Time Permanent

**Salary Range:** CL 24 -25 - \$44,710 - \$61,228\*

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level without further competition.

**Opening Date:** Monday, May 17, 2021

**Closing Date:** Monday, May 31, 2021

**Position Summary:** The Pro Se Writ Clerk provides procedural information and forms to pro se litigants seeking to initiate or defend a case in the Court. The incumbent will closely assist the Pro Se Staff Attorneys and respond to requests for information about cases pending before the court. The Pro Se Writ Clerk shall perform other related paralegal duties as assigned.

**Duties and Responsibilities:** Processes all prisoner petitions and complaints, including state habeas corpus petitions, motions to vacate sentences, and civil rights complaints; other pro se complaints, such as those dealing with employment discrimination, social security disability benefits and other civil actions.

Reviews all pro se submissions and correspondence. Explains the requirements of the federal and local rules regarding civil procedure, payment of fees and service of process. Corresponds with pro se litigants by telephone, mail, and in person at the Brooklyn Courthouse notifying litigants when their submissions are deficient with instructions for how to correct the deficiency to comply with the requirements; supplies litigants with appropriate forms and instructions as required. Responds to questions from Chambers and Clerk's Office staff related to court practices regarding pro se litigants. Maintains liaison with other departments and government agencies concerning pro se prisoner complaints and petitions.

Prepares civil cover sheets for new cases before forwarding the case to the Intake Section for processing. Forwards other pro se submissions to the assigned judge or magistrate judge as appropriate. Monitors deadlines, prioritizes tasks, and prepares cases for review by the Pro Se Staff Attorneys, or forwards to chambers as appropriate. Prepares necessary documents and forms. Prepares responsive correspondence related to cases, requests for information and other related requests by pro se litigants.

**Qualifications:** Possession of a high school diploma is required. A minimum of two years of specialized experience is required; possession of an undergraduate degree in a related field, such as paralegal studies, pre-law or criminal justice, social work or other college degree and a current paralegal certificate is preferred;

**the incumbent must possess excellent communication, writing, organizational and interpersonal skills. Efficient, professional, and courteous interaction with the public, co-workers, and other court agency staff and chambers personnel is essential and expected.** The successful candidate must be able to exercise mature judgment, multitask, and prioritize a large volume of work. Bilingual speaking is preferred, but not required.

**Specialized Experience:** Progressively responsible experience requiring the regular and recurring application of case management procedures; the selective use of computer skills; use of specialized terminology; and, demonstrated ability to apply a body of rules, regulations, directives, or laws as might be found in a law office, social service and educational institutions, or a Clerk's Office of a Federal, State or local court.

**Benefits:** The United States District Court offers a generous benefit package to full-time permanent employees which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Participation in Federal Employees Retirement System
- Health, Dependent & Parking Reimbursement Programs (optional)
- Fitness Center Membership (fee req'd, optional)
- Thrift Savings Plan (401k style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)
- Credit Union Participation

**How to Apply:** Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, résumé, and Application for Judicial Employment (AO78) located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0> to the court's employment portal (click on link):

[NYED Pro Se Writ Vacancy](#)

**Applicant Information:** All applicants must be U.S. Citizens. The selectee for this position will be required to complete a criminal background check. The appointment is provisional, with retention contingent upon a favorable suitability determination of the background check. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Court reserves the right to withdraw or revise this announcement, or to conduct interviews at any time prior to the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

**United States District Court for the Eastern District of New York is an Equal Opportunity Employer.**