

# CAREER OPPORTUNITY



## UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 21-15

**POSITION:** Pro Se Law Clerk\*

**OPENING DATE:** December 1, 2021

**SALARY RANGE:** JSP 11 – JSP 14 (\$74,702 - \$163,559)

Depending upon experience and qualifications.

*\*Funding for this position is contingent on future Pro Se and prisoner case filings.*

**CLOSING DATE:** Open until filled

Preference given to applications received by December 17, 2021

**DUTY STATION:** Bridgeport, CT

**Position Overview:** This position involves working directly with judges on managing prisoner civil rights cases. Duties include writing draft orders and case management.

### **Representative Duties:**

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including civil rights complaints. Drafts appropriate recommendations and orders.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research and drafts opinions.
- Maintains liaison between the Court and litigants.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compile's statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Provides information, guidance, and advice to judges and other personnel. Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

**Qualifications:**

At the time of appointment, the candidate must possess the following minimum requirements:

1. Be a graduate of an ABA accredited law school;
2. Possess superior research and writing skills;
3. Be proficient in computer assisted research and Microsoft Word;
4. Exhibit strong analytical ability; and
5. Demonstrate excellent verbal, written and interpersonal skills.

**How to Apply:**

Submit resume with cover letter, writing sample, law school transcript, and 2-3 letters of recommendations via email to: [HR\\_department@ctd.uscourts.gov](mailto:HR_department@ctd.uscourts.gov)

The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

**Benefits:**

Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits. These benefits may include: participation in the retirement system; health and life insurance programs; optional participation in Thrift Savings Plan; optional flexible spending accounts for health and dependent care reimbursement; optional commuter benefits plan; paid holidays; and paid leave.

**Conditions of Employment:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Mandatory electronic direct deposit of salary payment.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Employees are required to adhere to the Code of Conduct for Judicial Employees (available to applicants to view at the court website: [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov)).
- 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.

*The United States District Court is an equal opportunity employer and values diversity and inclusion.*