

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 24-14A

POSITION: Pro Se Law Clerk

OPENING DATE: October 1, 2024

SALARY RANGE: JSP 11 – JSP 14 (\$85,236 - \$186,629)
Depending upon experience and qualifications.

CLOSING DATE: Open until filled
Preference given to applications received by November 15, 2024

- Multiple positions may be filled from this vacancy.

Position Overview: The United States District Court for the District of Connecticut is seeking a full-time pro se law clerk. The duty station for this position will be Bridgeport, CT, or fully remote.

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 the issues involved and the basis for relief.
- Performs research and drafts opinions.
- Serves as a 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 ensure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles 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;
5. Demonstrate excellent verbal, written and interpersonal skills; and
6. Be self-motivated, able to work independently, and have good time-management skills.

How to Apply:

Submit resume with cover letter, writing sample, law school transcript, application for employment (AO78), and 2-3 letters of recommendations via email to: HR_department@ctd.uscourts.gov

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:
<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

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; participation in Thrift Savings Plan; flexible spending accounts for health and dependent care reimbursement; commuter benefits plan; paid holidays; and paid leave.

Conditions of Employment:

- Applicants must be U.S. citizens or permanently eligible to work in the United States.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- 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).
- 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.