



NOTICE OF POSITION VACANCY

PART TIME PRO SE LAW CLERK

(CASPER or CHEYENNE)

Job Announcement 2006-01

The U.S. District Court for the District of Wyoming is seeking an individual to fill the part time position of PRO SE LAW CLERK. This position can reside in the Cheyenne or Casper Courthouse and is eligible for telework.

SALARY RANGE: \$21,478.00 - \$43,767.00 JSP 9 to JSP 14 Depending on experience
CLOSING DATE: Until Filled

POSITION AVAILABLE: April 1, 2006 (The filling of this position is determined by annual funding and governed by budget restrictions)

DEFINITION

The Pro-Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

OCCUPATIONAL INFORMATION

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
- 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.

- Compiles statistics and prepares periodic reports, as required, which 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.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro-se area.
- Provides information, guidance, and advice to judges, magistrates, and other personnel working in the pro-se area. Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

Information:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.
- This position is subject to mandatory participation for payment of net salary, i.e., Direct Deposit. Employees of the United States District Court are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Background check is mandatory for this position.
- For more information regarding Federal Law Clerks please see :
<http://www.uscourts.gov/redirects/lawclerks.html>

How to apply:

Application form can be found on the courts web site at:
<http://www.ck10.uscourts.gov/wyoming/district/index.html>

Please submit application with cover letter and writing sample to:

United States District Court
Attention: Court Unit Executive
2120 Capitol Ave, Room 2141
Cheyenne, Wyoming 82003
(307) 433-2120

RELOCATION EXPENSES ARE NOT INCLUDED WITH THIS POSITION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER