



NOTICE OF POSITION VACANCY

PART-TIME PRO SE LAW CLERK

Cheyenne, Wyoming

Job Announcement 2003-02

SALARY RANGE: (JSP 9/01 to 13/10) Depending on qualifications
(**\$19,294.00 to \$43,254.00 Part-Time Salary**)

CLOSING DATE: **May 20, 2003 (Postmarked date)**

The United States District Court for the District of Wyoming is currently accepting applications for a **Part-Time** PRO-SE LAW CLERK. The Pro-Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

A Pro-Se Law Clerk performs duties and responsibilities such as the following:

- 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.
- If already a member of the Bar, must be currently in good standing

Minimum Qualifications

To qualify for the position of pro se law clerk, an individual must be law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree). The applicant should have excellent written and oral communication skills

Desirable Experience: The Court is interested in an applicant who has at least two years of specialized experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Practice of Law: The successful candidate will be prohibited from the practice of law with the exception of the context spelled out in the Judicial Branch Code of Conduct, Cannon 4 and subject to Court approval.

How to apply:

**Submit Resume along with writing sample in sealed envelope marked
CONFIDENTIAL to:**

**United States District Court
Attention: Human Resources
2120 Capitol Avenue, Room 2141
Cheyenne, Wyoming 82001
(307) 433-2120**

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Judiciary employees must adhere to a code of conduct

Federal employees wages payments by direct deposit by electronic funds transfer is mandatory