



NOTICE OF POSITION VACANCY PART TIME PRO SE ATTORNEY

Job Announcement 2021-01

**SALARY RANGE: JSP 11/1 – JSP 14/1, \$32,324 - \$54,442 per annum
Salary depends on experience and qualifications**

LOCATION: Cheyenne or Casper, Wyoming

**CLOSING DATE: Open until filled. Preference will be given to applications received by
July 23, 2021**

START DATE: September 7, 2021

The U.S. District Court for the District of Wyoming is seeking qualified candidates for a part-time Pro Se Attorney (20 hours per week). The services of the Pro Se Attorney are utilized by all judicial officers of the Court to support each judge's needs on their prisoner petitions and complaints.

This position will be located in either Cheyenne or Casper, Wyoming and is eligible for telework upon approval. This position reports to the Chief Judge.

The successful applicant performs duties and responsibilities including:

- 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, 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.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.
- Advises appropriate personnel on the status of particular cases.
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will be a self-starter, and have excellent interpersonal and communication skills, both oral and writing. Applicants should possess strong writing and legal research skills, with an interest in criminal law and procedure.

To qualify for the position of Pro Se Attorney, an individual must possess a J.D. degree from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools and be a member of the Bar of a state, territory, or the District of Columbia. The successful candidate should have demonstrated one of the following accomplishments or proficiencies:

- 1) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- 2) Experience on the editorial board of a law review of such a school;
- 3) Graduation from such a school with an LLM degree; or
- 4) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

Two (2) years minimum legal work experience is preferred. Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Starting Salary commensurate with work experience, education, prior/present pay history and previous Federal Court experience.

BENEFITS:

A generous [benefits package](#) is available to employees which includes:

- Ten (10) paid holidays each year.
- Participation in the Federal Employees Retirement System (FERS) with employee contribution and full social security coverage.
- Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, Flexible Benefits Program, Long-Term Care Insurance, Thrift Savings Plan.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a favorable suitability determination, background check and fingerprinting.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

The Court is not authorized to reimburse candidates for travel or moving expenses.

Outside practice of law is prohibited.

HOW TO APPLY:

Applicants will be required to submit the following:

1. [AO78](https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment) (which can be found on the US Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
2. Cover letter
3. Resume (including day and evening telephone numbers)
4. Law School Transcripts
5. Writing Sample

Applications can be submitted electronically via email in **ONE PDF** to: hr@wyd.uscourts.gov.

Only applicants selected for an interview will be notified. Incomplete applications will not be considered.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**