



United States District Court District of Montana

Vacancy Announcement 02D:2020

Position Title:	Pro Se Law Clerk
Duty Station:	District of Montana Clerk's Office in Billings, Butte, Great Falls, or Missoula Significant amount of remote work
Starting Grade/Salary*:	JSP 11-13, \$64,009 – \$118,603
Announcement Date:	November 14, 2020
Application Deadline:	Open until filled, with preference given to applications received by December 4, 2020
Appointment Type:	Term Appointment, beginning December
Length of Appointment:	Term expires December 2021
Status:	Full time (**see below)

*Starting salary and grade will be determined based on experience and qualifications. The individual chosen for this position may be eligible for future promotion without competition.

**The position will be full-time to begin but is subject to conversion to part-time during the employment period in the event of a reduction in staffing allocation.

Representative Duties:

The Pro Se Law Clerk performs substantive screening of motions to vacate sentence, state habeas corpus petitions, and civil rights complaints, the majority of which are filed by self-represented prisoners; drafts appropriate bench memoranda and public documents for the Court; performs legal research for the Court; ensures adequate communication among chambers and the clerk's office; reviews the docket of pending prisoner cases to facilitate progress and advises the Court of those cases where action is appropriate; compiles statistics and prepares periodic reports reflecting the status and flow of prisoner and pro se cases; and performs other duties related to case management or court administration, as assigned.

Minimum Qualifications and Requirements:

Graduation from an accredited law school; membership in good standing with a State Bar; strong work ethic and capacity for self-direction; ability to work well with others; excellent organizational, communication, research, and writing skills; and proficient typing and personal computer skills.

Preference will be given to applicants with previous experience with legal research and writing related to prisoner civil rights and habeas corpus cases including: substantive screening of civil complaints and habeas corpus petitions; conducting independent legal research into issues raised by pleadings; drafting appropriate recommendations, memoranda and orders for the Court's approval.

Conditions of Employment:

The selectee will be subject to an FBI background check (fingerprints). Employment will be considered provisional until the FBI background check is completed. Selectees must be a United States citizen or meet appropriations act citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees.

Employees of the federal judiciary are considered at will employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees are required to use electronic fund transfer for payroll (direct deposit).

Application Procedure:

Qualified applicants should submit by email only the following materials in PDF format:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment; and
(Note: the last page of the AO-78 requires a conventional signature)
- 5) Most recent SF50 (current or past federal employees only)

All application materials are to be emailed to: human_resources@mtd.uscourts.gov. Please note "Pro Se Law Clerk Application (last name)" in the subject line. Application materials must be submitted in PDF format ONLY; no Word or WordPerfect documents, please. Documents from file housing services (e.g., Google Docs, DropBox, etc.) or websites will not be accepted. Incomplete applications will not be considered.

The Court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior written or other notice. Applications submitted for this position may be considered for similar vacancies that may occur within six months from the date the position is filled.

Benefits:

Employees of the United States District Court serve under an Excepted Appointment and are considered "at will" employees. Term Law clerks are eligible to participate in the federal health, dental, vision, and life insurance benefits, and receive ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at www.uscourts.gov.