

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA



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CAREER OPPORTUNITY ANNOUNCEMENT – PRO SE LAW CLERK

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Position Title: Pro Se Law Clerk, Part-Time Position  
Vacancy Number: 23-12  
Location: Pensacola, Florida  
Closing Date: Open Until Filled  
Salary Range: JSP 11-13 (\$2,657 – \$4,925) biweekly\* \*\*  
*\*Starting salary commensurate with experience and qualifications.*  
*\*\* Salary based on 2023 Judiciary Salary Plan JSP pay tables.*

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**POSITION OVERVIEW**

The United States District Court for the Northern District of Florida is seeking qualified applicants for a part-time (28 hours per week) pro se law clerk position. The pro se law clerk provides the court with procedural and substantive legal advice and assistance in connection with prisoner petitions and complaints. The pro se law clerk independently conducts legal research; reviews case records/filings; and drafts proposed opinions, memorandum decisions, and orders. The pro se law clerk provides objective advice to judges, chambers, and court staff and provides information to litigants and attorneys.

Funding for this position is evaluated annually and ethical considerations prohibit the lawyer employed in this position from practicing law in any capacity for compensation outside of, or in addition to, working for the court. This position does not involve representing clients or providing advice to pro se litigants.

This position will be located in the Pensacola division of the court. Telework may be considered in exceptional circumstances.

**REPRESENTATIVE DUTIES**

- Manage and track pro se litigation cases
  - Perform substantive screening before and after the filing of all prisoner petitions, complaints and pleadings including state and federal habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Work may also include other non-prisoner pro se civil and social security cases.
  - Identify issues and the basis for relief and perform legal research and analysis on those issues.

- Provide written and oral information, guidance, and advice to district judges, magistrate judges, and other personnel regarding pro se litigation.
- Prepare drafts of legal memoranda, reports, recommendations, decisions, and orders.
- Provide procedural information to pro se litigants or counsel by responding to questions.
- Review the docket of pending prisoner litigation to assure the proper progress of such cases and advise the court of those cases where action by the court is appropriate.
- Advise appropriate personnel on the status of particular cases.
- Maintain liaison between the court and litigants.
- Maintain communication with other courts, state and federal agencies, counsel, litigants, and court staff regarding court rules and procedural issues, calendaring and other litigation matters.
- Remain current with developments in the law of the circuit and the district court and evolving legislation. Update court staff and judges on those developments to aid the court in adjusting to new legislation involving pro se litigation.
- Evaluate present procedures to identify effective methods to increase the efficient handling of pro se complaints, petitions, and pleadings. Identify areas or practices in need of review and make recommendations to resolve issues identified, as requested by the court, Administrative Office, and other officials.
- Compile statistics and prepare periodic reports, as required, documenting the status and flow of cases.
- Schedule and attend meetings and perform other duties as assigned.

## **QUALIFICATIONS**

To qualify for the position of pro se law clerk, an individual must have excellent legal research, analytical, and writing skills, along with interpersonal skills well matched for working closely with judges and court personnel. Qualified applicants must be law school graduates from a law school of recognized standing and be admitted to practice by a state Bar association. Preferred experience includes: prior experience as a pro se or death penalty law clerk; having standing within the upper third of graduates from a law school approved by the American Bar Association or the Association of American Law Schools; and experience on the editorial board of a law review. Legal experience in one or more of the following areas will be favorably considered: civil rights, habeas corpus, social security disability, and criminal appellate law.

## **EMPLOYMENT INFORMATION AND BENEFITS**

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to a Code of Conduct for Judicial Employees, which is available to candidates for review on the court's website, [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov).

Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan.

Although not included in the federal government's Civil Service classification, the pro se law clerk enjoys the same benefits as other federal government employees. The benefits include eleven (11) paid national holidays per year and other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge, as well as optional participation in:

- Federal Employees' Health Benefits Program
- Federal Employees Dental and Vision Insurance Program
- Federal Employees' Group Life Insurance Program
- Flexible Benefits Programs
- Commuter Parking Reimbursement Program
- Long-Term Care Insurance Program
- Retirement plan, and a portable savings plan with matching contributions.

#### **APPLICANT INFORMATION**

This position will be located in the Pensacola division of the United States District Court for the Northern District of Florida. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is classified as a sensitive position; therefore, the successful applicant will be required to submit to a background clearance which will include a criminal history.

Qualified candidates should submit a resume including salary history and current contact information; a complete federal application form, AO-0078 (available at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov)); a writing sample that substantially reflects the applicant's independent work product. Edits to the writing sample that were made by someone other than the applicant should be identified and the circumstances under which they were made should be explained; and a list of three professional references.

Applications and required materials must be submitted by mail or in electronic format to:

Address: United States District Court  
Attn: Vacancy Announcement # 23-12  
Northern District of Florida  
Office of the Clerk of Court  
One North Palafox Street  
Pensacola, Florida 32502

Email: [Careers\\_FLND@flnd.uscourts.gov](mailto:Careers_FLND@flnd.uscourts.gov)

The position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

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