

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA



JOB NUMBER: 17-013
POSITION: Pro Se Staff Attorney
LOCATION: Norfolk, Virginia

OPENING DATE: August 28, 2017 **CLOSING DATE:** September 15, 2017

CLASSIFICATION AND SALARY: JS 12-14 (\$72,168 - \$131,833)

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia, Norfolk Division, is currently accepting applications for a full-time Pro Se Law Clerk. The Pro Se Law Clerk provides legal advice and assistance to the court in connection with *pro se* prisoner and non-prisoner matters. While physically based in the Norfolk Division of the Court, the “Duties and Responsibilities” will encompass the Norfolk, Newport News, and Richmond Divisions.

DUTIES AND RESPONSIBILITIES

The Pro Se Staff Attorney coordinates the processing of *pro se* civil actions. Duties and responsibilities include:

- providing substantive legal analysis of pleadings and recommending dispositions of motions;
- providing information to all judges and court staff on legal issues unique to *pro se* matters;
- researching case law and drafting appropriate orders and opinions for judicial review;
- managing the flow of *pro se* litigation;
- maintaining records and legal research files relating to *pro se* issues;
- evaluating present procedures to identify improvements in handling and processing *pro se* matters;
- compiling statistics and preparing periodic reports for judges;
- coordinating case-related activities with state and federal courts and agencies; and
- performing other duties as assigned.

QUALIFICATIONS

Law school graduate (top quarter or law review required), with membership in the Virginia bar, and at least one year of professional legal experience, preferably as a law clerk to a federal judge. Computer proficiency in Windows applications and word processing ability in Microsoft Word is required. Experience with computer-assisted legal research (CALR) is required. Incumbent must have the ability to analyze complex legal issues and understand a wide range of legal concepts, principles, and practices as they relate to *pro se* litigation; write and perform legal research accurately and expeditiously; communicate complex issues in simple terms with a professional demeanor; set priorities; and manage work with limited supervision. Incumbent must be detail-oriented, possess excellent interpersonal skills, have strong organizational skills, and have a positive attitude.

BENEFITS

A generous benefits package is available to full-time permanent employees which includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Applicant must be a United States citizens or eligible to work in the United States. A criminal background check will be initiated before a final job offer. All court employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request. Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are **at will** and can be terminated with or without cause by the Court. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

A cover letter; detailed resume including educational, employment, salary history, and references; a law school transcript; and a writing sample must be received by **September 15, 2017**. The application package should be sent to:

The Honorable Rebecca Beach Smith
Chief United States District Judge
United States District Court for the Eastern District of Virginia
600 Granby Street
Norfolk, VA 23510

All applications will be reviewed to identify the best qualified candidates. Only applicants selected for an interview will be notified. Applicants not selected for an interview will not receive notice concerning the status of their application.

**THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA
IS AN EQUAL OPPORTUNITY EMPLOYER.**