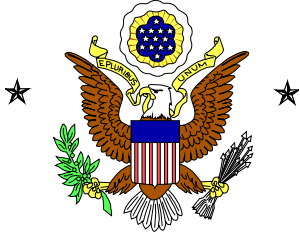


UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB NUMBER: FY 24-008
POSITION: Pro Se Staff Attorney
LOCATION: Alexandria, Virginia
OPENING DATE: February 7, 2024
CLOSING DATE: Open until filled

CLASSIFICATION AND SALARY: JS 14 (\$139,395 - \$181,216)

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia, Alexandria Division, is currently accepting applications for a full-time Pro Se Staff Attorney. The Pro Se Staff Attorney provides legal advice and assistance to the Court in connection with *pro se* prisoner matters. This position is an on-site position for which telework is not appropriate. **Must be available to begin work on Monday, May 6, 2024.**

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include:

- efficiently managing the flow of the Court's *pro se* prisoner litigation;
- 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* prisoner litigation;
- drafting appropriate orders and opinions for judicial review;
- maintaining records and legal research files relating to *pro se* prisoner litigation;
- evaluating existing procedures and developing and implementing improved processes for the adjudication of the Court's *pro se* prisoner litigation;
- 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 or eligibility to become a member of the Virginia bar, and at least three years of professional legal experience as a staff attorney focusing on prisoner § 1983 and habeas corpus matters. Computer proficiency in Windows applications, word processing ability in Microsoft Word, and experience with computer-assisted legal research are 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 prisoner litigation; perform legal research and write 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 and possess excellent organizational skills.

BENEFITS

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

- A minimum of 11 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
- Optional participation in the Transit Subsidy Program
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Applicant must be a United States citizen 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 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

To apply, submit a cover letter; detailed resume including educational background, past employment, and references; a law school transcript; and a writing sample. Priority consideration will be given to applications received by **March 15, 2024**. The application package should be sent to:

The Honorable Leonie M. Brinkema
United States District Judge
United States District Court for the Eastern District of Virginia
401 Courthouse Square
Alexandria, VA 22314

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.**