

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB NUMBER: FY 25-010
POSITION: Pro Se Staff Attorney
LOCATION: Alexandria or Richmond, VA
OPENING DATE: February 26, 2025
CLOSING DATE: Open until filled

CLASSIFICATION AND SALARY: JS 14 (\$142, 488 - \$185,234) – Alexandria
JS 14 (\$130,084 - \$169,108) – Richmond

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia is currently accepting applications for a full-time Pro Se Staff Attorney. The Pro Se Staff Attorney works closely with the district judges and chambers staff to adjudicate lawsuits filed by *pro se* prisoners, as well as the post-conviction habeas corpus review of state criminal cases and review of motions to vacate federal death sentences. This position is on-site but will be hybrid between the Alexandria and Richmond divisions. Candidates will be expected to select a primary duty station and travel as needed to the opposite division for training and performance of job duties. Some telework is authorized. Preference given to candidates able to start as soon as possible. This position requires a three (3) year commitment.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include:

- taking primary responsibility for a portion of the Court's *pro se* prisoner docket;
- providing substantive legal analysis of pleadings and making recommendations directly to the district judges regarding the dispositions of motions;
- drafting appropriate orders and opinions for review by district judges;
- efficiently managing the flow of the Court's *pro se* prisoner litigation;
- providing information to district judges and court staff on legal issues unique 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;
- preparing periodic reports for judges on trends in the *pro se* prisoner docket;
- conducting legal research and keeping abreast of developments in the law regarding capital habeas cases in the Fourth Circuit Court of Appeals and the United States Supreme Court;
- reviewing voluminous state court records and trial transcripts;
- consulting with judges regarding capital habeas issues and cases;
- coordinating case-related activities with state and federal courts and agencies;
- collaborating with other staff attorneys and chambers law clerks; and
- performing other duties as assigned.

QUALIFICATIONS

Law school graduate (top quarter or law review required), with at least three years of professional legal experience with a significant portion of that experience dealing with prisoner *pro se* litigation involving § 1983 and habeas corpus matters. Experience handling Virginia post-conviction issues is preferred. Computer proficiency in Windows applications, word processing ability in Microsoft Word, and

experience with computer-assisted legal research are required. Applicants 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. Applicants 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 eleven (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 résumé including educational background, past employment, and references; a law school transcript; and a writing sample. Priority consideration will be given to applications received by **April 1, 2025**. The application package should be sent to:

Danae Holmes Rodriguez
Director of Human Resources
United States District Court for the Eastern District of Virginia
Walter E. Hoffman United States Courthouse
600 Granby Street, Suite 200
Norfolk, VA 23510

Alternatively, you may email your application materials to: jobbox6@vaed.uscourts.gov.

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.**