



UNITED STATES DISTRICT COURT
District of New Mexico

Honorable M. Christina Armijo, Chief Judge
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 15-ABQ/JSP-2

ANNOUNCEMENT DATE:	September 8, 2015
CLOSING DATE:	September 25, 2015 <i>or until filled</i>
POSITION:	Pro Se Law Clerk (Full-time)
STARTING LEVEL/SALARY:	JSP 11/1 to JSP 14/10 \$58,562 to \$128,223 Annual (Depending on Qualifications)
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

The United States District Court for the District of New Mexico is seeking an exceptional individual to join us in the important work of ensuring equal justice under the law.

The Pro Se Law Clerk performs substantive screening of all prisoner petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints; performs substantive screening of other pro se litigation; drafts appropriate recommendations and orders for the Court's signature; performs research to assist the Court in preparing opinions; maintains liaison between the Court and litigants; reviews the docket of pending prisoner litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate; compiles statistics and prepares periodic reports which reflect the status and flow of cases; and performs other duties, as assigned.

Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

The District of New Mexico is one of the most productive federal courts in the country, with divisional offices in Albuquerque, Las Cruces and Santa Fe. We manage a busy caseload through the use of cutting-edge technology and the contributions of our most valuable asset – our employees. *Join other professionals in the administration of justice, and start making a difference today.*

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Requires a Juris Doctorate degree. To qualify for the position of a federal law clerk, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- ◆ Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- ◆ Experience on the editorial board of a law review of such a school;
- ◆ Graduation from such a school with an LLM degree; or
- ◆ Demonstrated proficiency in legal studies, which in the opinion of the Court, is the equivalent of one of the above.

To qualify for appointment to a JSP 12 or above, an individual must 1) be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction, and 2) have legal work experience after graduation from law school.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school is a plus. Previous federal law clerk experience or private sector litigation experience is desired. Experience with prisoner litigation and/or habeas corpus litigation and experience working in a high volume production-oriented environment are also highly preferred. Strong legal research and writing skills are a must. Organizational skills, Internet research skills, and skill with WordPerfect and MS Word are essential.

PERSONAL CHARACTERISTICS

Successful candidate should possess good judgment and good analytical skills; demonstrate tact, initiative, and ability to work independently; possess a strong work ethic; and maintain a professional appearance and demeanor at all times. Candidate must be able to communicate effectively, both orally and in writing.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ 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.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.

- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ This position is subject to a one year probationary period.

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave (13 days/year for the first three years, 20 days/year after 3 years, and 26 days/year after 15 years)
- ◆ Paid sick leave in the amount of 13 days/year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Eligibility for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, current résumé, writing sample and AO-78** * (*Federal Judicial Branch Application for Employment*) **by email to usdcjobs@nmcourt.fed.us**.

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "PRO SE LAW CLERK" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S.

District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER