



UNITED STATES DISTRICT COURT
District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, 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 #: 24-ABQ/JSP-4

ANNOUNCEMENT DATE: July 18, 2024

CLOSING DATE: Until filled
Preference given to applications received by July 26
Position commences as soon as possible

POSITION: Pro Se Law Clerk, Full-time

STARTING LEVEL/SALARY: JSP 11/1 to 14/10
\$72K - \$160K Annual
Depending on Qualifications

LOCATION: Albuquerque, Las Cruces *or* Santa Fe, New Mexico

POSITION OVERVIEW

The Pro Se Law Clerk performs procedural and substantive screening of all prisoner complaints, petitions, and motions, including state and tribal habeas corpus petitions, motions to vacate sentence, and civil rights complaints; performs substantive screening of other pro se litigation; drafts appropriate opinions, recommendations, and orders for the Court's signature; performs research to assist the Court in handling prisoner litigation; maintains liaison between the Court and litigants; reviews the docket of pending prisoner litigation to assure the proper progress of such cases, prepares procedural orders, 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*.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for the position of pro se 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. Credit given for prior government service.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

- ◆ Previous federal law clerk experience or private sector litigation experience is desired. Experience with prisoner litigation and/or habeas corpus litigation is also desirable.
- ◆ Strong legal research and writing skills are essential, as is the ability to synthesize the results of research, and to summarize and communicate those results in a clear and concise manner.
- ◆ The successful candidate should possess a strong work ethic, integrity, good judgment, and the ability to maintain confidentiality. Applicants should demonstrate attention to detail, tact, initiative, collegiality and the ability to work independently or as a team player, and maintain a professional appearance and demeanor at all times.
- ◆ Ability to carry a robust caseload and work with strict deadlines in a fast-paced high-volume environment.

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).

BENEFITS

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

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave in the amount of 13 - 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Paid parental leave after one year of service (12 weeks)
- ◆ Choice of Federal Employees Health Benefits plans, including dental and vision insurance; group life insurance; flexible benefits program
- ◆ Retirement benefits: FERS and Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must email a **cover letter, three references, current résumé,** and an **AO-78*** (*Federal Judicial Branch Application for Employment*) to usdcjobs@nmd.uscourts.gov.

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

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

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

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. 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. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant's 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