



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 #: 22-ABQ/JSP-3

ANNOUNCEMENT DATE:	April 4, 2022
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by April 15</i>
POSITION:	Supervisory Pro Se Law Clerk <i>Position commences July 1, 2022</i>
STARTING LEVEL/SALARY:	JSP 15/Step 1 to Step 10 \$132,239 to \$171,911 <i>Depending on Qualifications</i>
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the Albuquerque division office and reports directly to the Chief Judge. The Supervisory Pro Se Law Clerk performs supervisory work related to the pro se law clerk program as needed and directed by the Chief Judge. This position is responsible for supervising the pro se law clerk office, and training, mentoring, and reviewing the work of other pro se law clerks. The Supervisory Pro Se Law Clerk provides the court with procedural and substantive legal advice regarding the disposition of prisoner petitions. This position is also responsible for monitoring workload, job performance, productivity, staffing and training needs, and other administrative tasks associated with managing the pro se caseload.

DUTIES AND RESPONSIBILITIES

- ◆ Supervises employees involved in pro se law clerk program activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Assists in developing work standards. Supervises, delegates, and prioritizes workload. Implements staff procedures and conducts staff meetings. Oversees office functions. Identifies issues and resolves disputes. Maintains accurate documentation, statistics, and employee records. Trains staff on policies, procedures, and internal controls. Makes recommendations regarding employee appointments, promotions, and separations.

- ◆ Provides information, guidance, and advice to the chief judge (or his or her designee) and to other court personnel supporting the pro se processes. Also provides information, guidance, and advice as needed to individual judges and chambers law clerks working on pro se cases.
- ◆ Keeps abreast of changes in the law to aid the court in adjusting to new case law and legislation affecting pro se litigation.
- ◆ Evaluates procedures to determine innovations for increasing their effectiveness. Identifies problem areas and recommends solutions, as directed.
- ◆ Keeps abreast of the current staffing formula and associated work measurement efforts. Monitors pro se filings used to calculate annual staffing levels.
- ◆ Reviews the docket of pending pro se caseload to assure the proper progress of such cases. Advises the court and relevant personnel of those cases where action is needed.
- ◆ Reviews, checks, and edits draft documents, and provides constructive criticism on work performed by law clerks under incumbent's supervision.
- ◆ Coordinates with federal, state, and local government agencies (U.S. Marshal's Service, U.S. Attorney's Office, State Attorney General's Office, etc.) and prison officials to facilitate service of process, court orders, and information to prisoner litigants.
- ◆ Assists with recruitment of pro bono counsel and prisoner mediation programs as needed. Serves on relevant court committees that concern issues affecting the prisoner pro se caseload.
- ◆ Maintains a caseload and performs work regularly required of a pro se law clerk.
- ◆ Performs other related duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for this position, an individual must be a law school graduate from a law school of recognized standing, have at least four years of experience as a pro se law clerk, and demonstrate one of the following accomplishments or proficiencies:

- ◆ Experience directing the workflow within an office.
- ◆ Experience providing review of other law clerks' products prior to submitting to a judicial officer.
- ◆ Experience training law clerks on standards of performance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Ability to guide and oversee pro se law clerks, including training, legal research and writing, and statistical reporting.
- ◆ Knowledge and experience in the required area of expertise (e.g., habeas corpus petitions and prisoner civil rights complaints).

- ◆ Knowledge of Administrative Office, Judicial Conference, circuit and local court policies, procedures, and resources regarding area of expertise and responsibility. Knowledge of court culture and organizational dynamics.
- ◆ Successful candidates should possess strong leadership, organizational and people skills; maturity, good judgment, tact and initiative; and the ability to communicate effectively, both orally and in writing. Ability to consistently demonstrate high ethical standards and maintain court confidentiality requirements.

COURT PREFERRED QUALIFICATIONS

- ◆ A minimum of one year of supervisory or management experience directing the work of others within a distinct organizational unit is preferred.
- ◆ Ability to work independently or as a team player, with a positive work attitude. Ability to maintain a professional appearance and demeanor at all times.
- ◆ A strong academic background and demonstrated research and writing ability.
- ◆ 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

- ◆ Optional participation in Federal Employees Health Benefits plans; dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

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

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

PLEASE USE "SUPERVISORY 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 must travel 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