



**Position:** Pro Se Law Clerk

**Duration:** September 25, 2017 to December 31, 2018  
(with possibility of renewal)

**Grade Level:** JSP 11 to JSP 14\*  
\*Based on the qualifications and salary guidelines of the  
Administrative Office of the U.S. Courts.

**Closing Date:** September 14, 2017 (*resumes must be received by close of business*)

<b>Introduction:</b>	The United States District Court for the Northern District of Indiana is seeking qualified applicants for a Part-Time Pro Se Law Clerk. Location for this position is either South Bend or Hammond. The position is supervised by the Chief Judge of the court in coordination with other judicial officers.
<b>Representative Duties:</b>	Duties include performing legal research and writing related to prisoner civil rights and habeas corpus cases.
<b>Qualifications/ Skills:</b>	Graduation from an ABA-accredited law school, superior analytical ability, excellent research and writing skills, proficiency with windows based computers and word processing software, the ability to work independently, and the ability to take directions are required. Admission to a State Bar, legal experience in constitutional, criminal, civil rights, or habeas corpus law is preferred.
<b>Compensation/ Benefits</b>	Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan. Federal employees observe ten paid holidays per year. This position is mandatorily covered by the annual and sick leave provisions. Health benefits are available. Supplemental benefits available include health and dependent care reimbursement accounts, commuter benefits, Transportation Subsidy Program, and long-term care. Each supplemental benefit is optional.
<b>Conditions of Employment:</b>	Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a fingerprint check. All application information is subject to verification. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are excepted service appointments (at will and can be terminated with or without cause by the court). This position is subject to mandatory electronic fund transfer participation for payment of net pay.
<b>Application Process:</b>	Qualified applicants are invited to submit a resume, two writing samples, law school transcript, and an Application Form AO 78 (available at <a href="http://www.innd.uscourts.gov/sites/innd/files/AO078.pdf">http://www.innd.uscourts.gov/sites/innd/files/AO078.pdf</a> ), to <a href="mailto:humanresources@innd.uscourts.gov">humanresources@innd.uscourts.gov</a> . The application must be submitted as one PDF document by 5 p.m. EST by September 14, 2017, for consideration.
	Participation in the interview process will be at the applicant's own expense. The court cannot pay for any relocation expenses. Only those applicants selected for an interview will be contacted.

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice.*

***The Court is an Equal Opportunity Employer***