



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN**

**Pro Se Staff Attorney – Temporary**

**[Anticipated Temporary Appointment: August – November, 2019]**

**[Telework will be considered]**

**Vacancy Announcement #: 19-01**

**JSP 11-14 (\$64,878 - \$142,055)\***

**Depending upon qualifications and experience**

\*\*\* This is a part-time (75%) position. \*\*\*

**Position Description:**

The *pro se* staff attorney provides legal advice and assistance to the court in connection with prisoner petitions and complaints. The duties and responsibilities of the *pro se* staff attorney include the following: performs substantive screening after filing of all prisoner and inmate petitions and motions, including civil rights complaints and habeas corpus petitions; drafts appropriate recommendations and orders for the court's signature; reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and bases for relief; performs research, as required, to assist the court in preparing opinions; maintains liaison between the court and litigants; corresponds with attorneys and other officials, as required; evaluates present procedures to determine innovations for increasing the effectiveness in handling complaints, petitions and pleadings; reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate; provides information, guidance and advice to judges, magistrate judges, and other personnel working in the *pro se* area.

**Skills/Qualifications:**

To qualify for the position of part-time *pro se* staff attorney, a person must be a law school graduate (or certified as having completed all law school studies and requirements and merely awaiting conferment of degree). The candidate must be highly motivated; demonstrate a high degree of initiative; possess excellent interpersonal, communication, and organizational skills; and be able to function independently as well as in a team environment. Applicants must be computer literate, proficient in Microsoft Word, and proficient in computer assisted research. Prior federal law clerk and/or prisoner litigation experience is preferred. **Under the right conditions, the court will consider hiring an individual who would work from a remote location.**

**Salary:**

Salary is based upon qualifications and experience.

**Application Requirements:**

Submit letter, resume, copy of transcript, and writing sample; together with a completed Form AO 78 Application for Judicial Branch Employment\*\*, to:

[employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov)

Priority will be given to applications received in the Clerk's Office by **June 15, 2019**. Only candidates selected for an interview will be contacted.

\*\*Form AO 78 is available on [www.wied.uscourts.gov/employment](http://www.wied.uscourts.gov/employment)

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