



VACANCY ANNOUNCEMENT 2017-03

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF WISCONSIN

Pro Se Staff Attorney

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; 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; compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases; advises appropriate personnel on the status of particular cases; identifies problem areas, makes recommendations, and offers solutions, as required by the court, Administrative Office, and other officials; keeps abreast of changes in the law to aid the court in adjusting to new legislation in the *pro se* area; provides information, guidance and advice to judges, magistrate judges, and other personnel working in the *pro se* area.

QUALIFICATIONS:

To qualify for the position of *Pro Se* Staff Attorney, a person must be a law school graduate. The successful candidate will be an efficient, organized, and detail-oriented self-starter with excellent interpersonal skills and the ability to prioritize multiple demands. Exceptional research and writing skills are required. Experience working in federal court and / or with prisoner civil rights cases is a plus.

SALARY:

Salary is based upon qualifications and experience. This position is in the Judicial Salary Plan Grades 11-14 [starting salary \$62,591-\$105,419].

The table below shows the number of years of legal work experience after law school graduation required to qualify for appointment as a Pro Se Law Clerk at the applicable JSP grade level. Please note that appointment to JSP 12 or above requires that the candidate be a member of the bar of state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

APPLICATION REQUIREMENTS:

Submit letter, resume, copy of transcript, writing sample, and Application for Employment [Form AO 78 – Found at the court’s website at www.wied.uscourts.gov/employment] to:

employment@wied.uscourts.gov

Application packets for this position must be received in the Clerk's Office by **November 17, 2017**. Only candidates selected for an interview will be contacted.

EQUAL OPPORTUNITY EMPLOYER