

**UNITED STATES DISTRICT COURT  
DISTRICT OF RHODE ISLAND**

**Vacancy Announcement # 24-01**



**POSITION: Part-Time Pro Se Law Clerk (20 hours per week)**

**LOCATION: Providence, Rhode Island**

**OPENING DATE: January 19, 2024**

**CLOSING DATE: Open Until Filled**

**EXPECTED START DATE: March 1, 2024**

**CLASSIFICATION LEVEL/SALARY RANGE: JSP 11-14 (\$81,963-\$138,046) depending on experience, qualifications, and bar membership. Salary will be prorated based on number of hours worked.)**

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**POSITION OVERVIEW**

The United States District Court for the District of Rhode Island is seeking a part-time pro se law clerk. The incumbent provides legal advice and assistance to the Court in connection with pro se litigation and represented prisoner litigation and reports to the Chief Judge.

**DUTIES AND RESPONSIBILITIES**

Perform substantive screening of all pro se litigation, including prisoner and other designated prisoner petitions and motions filed, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.

Collaborates with Clerk's Office staff to develop and implement case management procedures to effectively and efficiently manage pro se litigation. Identify problem areas, make recommendations, and offer solutions, as required by the Court.

Research issues involved in prisoner filings and draft appropriate recommendations and orders for the Court's review and signature.

Review the docket of pending pro se prisoner litigation and other designated prisoner cases to assure the proper progress of such cases and advise the Court of those cases where action by the Court is appropriate.

Maintain liaison between the Court and litigants. Correspond with other officials, such as U.S. Attorney, Federal Public Defender, United States Probation Office, and appointed attorneys, as required.

Keep abreast of changes in the law in prisoner litigation.

Provide information, guidance, and advice to district judges, magistrate judges, and other personnel working in the pro se prisoner area. Advise appropriate personnel on the status of particular cases.

Perform other duties as assigned.

## **QUALIFICATIONS**

To qualify for the position of part-time pro se law clerk, the applicant 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 Chief Judge, is the equivalent of one of the above.

The applicant should have exceptional legal research and writing skills and be proficient with Westlaw and Microsoft Word. The applicant also must have the ability to communicate effectively with coworkers and others with professionalism and integrity. The applicant should be self-motivated and able to manage multiple tasks and competing deadlines.

## **BENEFITS**

Benefits include eleven paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, and Federal Judiciary Long Term Care Insurance Program.

## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

## **MISCELLANEOUS**

The Federal Financial Management Reform Act requires direct deposit of federal wages.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

We reserve the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

We do not reimburse for expenses associated with interviews or relocation.

## **APPLICATION INFORMATION**

Candidates must submit, in a single pdf document: (1) a cover letter, (2) a resume, (3) writing sample, (4) law school transcript, (5) a list of references with contact information, and (6) two letters of recommendation.

Applications submitted without all items will not be considered. Only applicants selected for an interview will be notified.

Applications materials should be submitted via email to: [HR@rid.uscourts.gov](mailto:HR@rid.uscourts.gov)

Please include 24-01 in the subject line of your email. All documents should be in Adobe PDF format

**The United States District Court is an Equal Opportunity Employer.**