

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

VACANCY ANNOUNCEMENT

VACANCY NUMBER: 24-02

POSITION TITLE: Pro Se Law Clerk (Part-Time, Temporary Position)

LOCATION: Winston-Salem/Greensboro/Durham, North Carolina

SALARY RANGE: \$36,277 to \$79,430 (Part-Time, 20 hours per week)
(JSP 11 to 14 depending on qualifications and experience)

CLOSING DATE: Open until filled
Priority given to applications received by March 15, 2024

POSITION OVERVIEW:

The United States District Court for the Middle District of North Carolina is seeking a temporary part-time Pro Se Law Clerk. The position is 20 hours per week beginning April 1, 2024, and is anticipated to be funded through December 31, 2025. The duty station will be in Winston-Salem, Greensboro, or Durham, North Carolina, and may be fully remote for individuals with prior experience as a federal judicial law clerk or federal pro se law clerk.

The position involves working directly with district judges and magistrate judges on prisoner motions, including motions for compassionate release and other post-conviction motions, and may also include other prisoner litigation and pro se cases. Duties include reviewing filings, conducting necessary research, writing draft orders, and managing cases for multiple judges.

QUALIFICATIONS:

- Graduation from an ABA-accredited law school, with bar membership in a state or territory
- Excellent research, writing, and analytical skills
- Proficient in computer-assisted research and Microsoft Word
- Ability to work both collaboratively and independently in a high-volume environment
- Preference for prior judicial clerkship experience or at least two years of legal work experience

BENEFITS:

Federal benefits may include paid federal holidays, annual leave and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan, and optional participation in federal health insurance and group life insurance.

INFORMATION FOR APPLICANTS:

Employees of the Court are excepted service appointments, considered “at will,” and can be terminated with or without cause.

All judiciary employees are required to adhere to the Judicial Code of Conduct.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Applicants must be U.S. citizens.

The selectee for this position will be subject to a background check, including fingerprinting. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history.

The Court will only communicate with those applicants who are selected to be interviewed.

The United States District Court is a smoke-free environment.

TO APPLY:

To apply for this position, qualified applicants should submit: 1) a completed [Application for Federal Employment](#); 2) a cover letter; 3) a résumé; a brief writing sample not to exceed 10 pages; (4) a law school transcript; and (5) two or three letters of recommendation, or a list of at least three references, with current contact information. The completed package as a single pdf file should be submitted electronically to ncmdml_persnnl@ncmd.uscourts.gov.

*Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.