



United States District Court

District of Delaware

Vacancy Announcement 24-13

Position Title: Pro Se Staff Attorney

Duty Station: Wilmington, Delaware

Salary: JSP 13 (\$113,792- \$147,934)
JSP 14 (\$134,468- \$174,811)

Opening Date: May 7, 2024

Closing Date: Open until filled

Position Overview

The Pro Se Staff Attorney provides legal advice and assistance to the District Judges in connection with non-habeas corpus civil cases involving pro se litigants, the majority of which allege civil rights violations. The Pro Se Staff Attorney monitors the filings in such cases and drafts appropriate opinions and orders.

Representative Duties

- Performs substantive screening of all non-habeas corpus civil cases filed by unrepresented inmates and detainees and initial screening of non-prisoner pro se litigation. Drafts appropriate orders for the Court's signature.
- Monitors all civil cases (not including section 2254 and 2255 habeas corpus motions) involving pro se litigants to make sure the cases are properly progressing. Advises the Court when action needs to be taken and prepares orders and opinions responsive to the needs of the case.
- Performs research, as required, to assist the Court in preparing opinions.
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of 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 assistance to Clerk of Court staff when necessary.
- Performs other duties as assigned.

Qualifications

To qualify for the position of Pro Se Staff Attorney, an individual must be a law school graduate from a law school of recognized standing, and have demonstrated one or more of the following accomplishments or proficiencies:

1. 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;
2. Experience on the editorial board of a law review of such a school;
3. Graduation from such a school with an LLM degree; or
4. Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

Legal Work Experience

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. The applicant must have a minimum of two years of post-graduate legal work experience.

Preferred Qualifications

- At least one year's experience as either a court law clerk or a law clerk to a judge.
- Experience in an environment where multitasking, establishing priorities, and working independently were required.
- Outstanding legal research/writing skills. Ability to communicate clearly, concisely, and informatively, both orally and in writing.
- Working knowledge of prisoner and constitutional law.
- Proficient in the use of LEXIS and WESTLAW
- Proficient in internet research
- Ability to work with strict deadlines and in a fast paced environment

Salary

To qualify for a JSP 13, applicant must have two years of legal work experience and bar membership. To qualify for JSP 14, applicant must have three years of legal work experience and bar membership.

Benefits

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven paid federal holidays

- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FEGLI)
- Flexible Benefits Program
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

Information for Applicants

Submit the completed application package electronically in PDF format to humanresources@ded.uscourts.gov. The required items must be consolidated into one document in the order listed below. Please list the vacancy announcement and position title in the subject line (24-13 Pro Se Staff Attorney).

1. Cover letter
2. Resume
3. Law School Transcript
4. AO-78 Application for Judicial Employment (available at www.uscourts.gov)
5. The names and contact information for three business references
6. Legal Writing Sample

Due to the volume of the applications received, the court will only communicate with those individuals selected for an interview.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Pro Se Staff Attorney is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment, and may be subject to periodic updates.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-4539**