PRO SE/TERM LAW CLERK POSITION DESCRIPTION

ANNOUNCEMENT

ANNOUNCEMENT DATE: June 13, 2016

CLOSING DATE: July 11, 2016 or until filled

DUTIES AND RESPONSIBILITIES:

The U.S. District Court for the District of Alaska is seeking qualified candidates for a combined pro se and term law clerk position. This law clerk will assist with pro se as well as other cases. This full-time position is available immediately and will be a 1-4 year term, contingent upon satisfactory performance.

DUTIES:

The law clerk in this position reports to the Chief Judge and will provide support to the court on pro se cases, prisoner petitions, prisoner civil rights and habeas corpus cases. The law clerk will perform legal research, draft reports, recommendations, and proposed orders. Additionally, the law clerk will help plan and implement a federal pro se program aimed at developing and coordinating assistance to pro se litigants. The law clerk will perform other work for the court as assigned.

QUALIFICATIONS:

Candidates must be law school graduates from an accredited law school, must work well independently, must have at least two years of legal work experience subsequent to receiving a J.D., and be a member of a state bar, exhibit strong analytical ability and demonstrate excellent verbal, written, organizational and interpersonal skills.

SALARY: JS 13 Step 1 $92,426 + 5.31% COLA

LOCATION: Anchorage, Alaska

BENEFITS:

Term law clerks are eligible for health, vision and dental benefits. Pro se law clerks are eligible for additional benefits including retirement. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. Additional information regarding the benefits is available.

INFORMATION FOR APPLICANTS:

Qualified Applicants should submit the following:

- A letter of interest addressing relevant work experience
- A chronological resume & three letters of reference
- A writing sample of no more than ten pages

Submit all materials via e-mail (Word or Adobe Acrobat .pdf format) to: HR@akd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Interviews will be held at the James M. Fitzgerald United States Courthouse in Anchorage. Applicants selected for interviews must travel at their own expense. No inquiries regarding interviews should be made by applicants.

Employees of the United States District Court are considered "at will" employees. The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. 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.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which may occur without any prior written notice. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit).

*****THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER*****