

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK  
**POSITION VACANCY 18-08**

**POSITION:** Pro Se Law Clerk (half-time, 20 hours per week); position is currently funded through September 30, 2019, and may be renewed or the hours expanded if funding is authorized.

**LOCATION:** Rochester, New York

**POSITION**

**AVAILABLE:** April 1, 2019

**APPLY BY**

**DEADLINE:** November 30, 2018

**SALARY:** Salary commensurate with experience and education.

***Position Overview***

The Pro Se Law Clerk works under the supervision of the Special Counsel to the Chief Judge. Duties of the position include drafting legal memoranda, reports and recommendations, decisions and orders, as well as analyzing statutes and legal issues in federal habeas corpus and civil rights matters. The Pro Se Law Clerk may work on cases assigned in both court locations. The successful candidate must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

***Qualifications***

Strong academic credentials from an ABA-accredited law school, excellent research and writing skills, the ability to work independently, and superior analytical ability is required. Legal experience in one or more of the following areas will be favorably considered: constitutional, civil rights, and/or habeas corpus law. Bar membership is also required. Litigation experience preferred. Applicants must be computer literate.

***Benefits***

Benefits for eligible employees include: health, life, dental, vision, and long-term care options; retirement; matching Roth and/or tax-deferred Thrift Savings Plan options; paid holidays and leave; and flexible medical, dependent care and commuter benefit options.

***Information for Applicants***

Please mail a cover letter, résumé, writing sample, law school transcript, and the names of three professional references to: Chambers of the Chief Judge Frank P. Geraci, Jr., United States District Court, 2720 United States Courthouse, 100 State Street, Rochester, New York 14614.

The United States District Court requires employees to adhere to a [Code of Conduct](#). Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the candidate selected for this position will be subject to a background check. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. Employees of the U.S. District Court are EXCEPTED SERVICE “at will” appointments and, as such, can be terminated with or without cause by the Court. Interview and relocation expenses are not reimbursable. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice. The Federal Judiciary is an Equal Employment Opportunity Employer.