



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
VACANCY ANNOUNCEMENT**

**POSITION:** Pro Se Staff Attorney  
**DUTY STATION:** Baltimore, MD with travel to Greenbelt, MD

**OPENING DATE:** August 3, 2017  
**CLOSING DATE:** Open Until Filled  
with first preference given to those  
who apply by August 18, 2017\*

**Position expected to commence on or before September 29, 2017**

**SALARY:** JSP 11 = \$66,510 (graduation from an accredited law school)  
JSP 12 = \$79,720 (one year of post-law school graduation experience and bar membership)  
JSP 13 = \$94,796 (two years of post-law school graduation experience and bar membership)  
JSP 14 = \$112,021 (three years of post-law school graduation experience and bar membership)

The Pro Se Staff Attorney works directly under the supervision of a supervising staff attorney and the bench. The Staff Attorney provides assistance to the court regarding substantive legal and procedural review of prisoner civil litigation, instituted with or without an attorney, including state and federal prisoner habeas corpus petitions and civil rights complaints. Pro Se Staff Attorney positions are subject to available funding supplied by the Administrative Office of the United States Courts, dependent upon annual court filings.

**Duties include, but are not limited to, the following:**

- Substantive screening of petitions and complaints.
- Drafting appropriate opinions and orders for review by District Judges, including motions to dismiss and for summary judgment, and final habeas opinions.
- Monitoring dockets to assure the proper progress of cases.
- Providing information, guidance, and advice to judges and chambers law clerks on legal issues relating to prisoner cases.
- Compiling statistics and preparing reports to reflect the status of cases.
- Assisting staff with interpretation of pleadings filed by self-represented litigants.
- Performing other duties as assigned.

**Qualifications and Requirements:**

**Required:**

- A strong academic background, and demonstrated research and writing ability.
- Strong verbal and written communication skills, and the ability to work effectively with a variety of people either in person or on the phone.
- Excellent organizational skills and experience handling multiple tasks and projects.
- Ability to work with strict deadlines and in a fast-paced environment.
- Maturity, good judgment, and high ethical standards.
- Ability to work independently or as a team player, with a positive work attitude.

**Preferred:**

- Working knowledge of prisoner and constitutional law.
- Clerkship experience.
- Two years of legal work experience in a high volume, high production environment.

**Federal Benefits:**

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program
- Optional participation in the Thrift Savings Plan
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs
- Optional participation in the Commuter Benefit program
- Possible participation in a flexible work schedule

**How to Apply:**

Submit resume, writing sample, [AO-78 Application for Federal Employment](#) and a cover letter stating the reason for your interest in the position as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

Failure to submit a complete and signed cover letter, writing sample, resume and AO-78 will result in immediate disqualification. The Description of Work section of the AO-78 must be completed to include salary information; merely indicating "see resume" is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense.

**\*To ensure first consideration, all information must be received at the above email address on or before 5:00 p.m. on August 18, 2017.**

**Incomplete packets will not be considered.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- If selected for a first-time appointment to a position in the District of Maryland, you will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.