



**Sandra Day O'Connor
U.S. Courthouse**

**401 W. Washington St.
Suite #150
Phoenix, AZ 85003**

Benefits

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance
- Flexible Benefits, which includes medical & dependent care, and commuter reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility.

U.S. District Court – District of Arizona

Career Opportunity # 18-06

Pro Se Staff Attorney

Position Type:	Full-Time Regular
Salary Range:	\$60,524 to \$104,503 per annum (Depending on location, qualifications and experience)
Job Grade:	Judiciary Salary Plan (JSP) JSP-11 to JSP-14
Open Date:	12/21/2017
Closing Date:	1/19/2018
Location:	Phoenix or Tucson, AZ

INTRODUCTION

The Pro Se Staff Attorney works under the supervision of the Court's Senior Staff Attorney, performs substantive review, research, and writing in prisoner civil rights and habeas corpus cases, and prepares proposed orders and memoranda for each of the district judges to whom the cases are assigned. Pro Se Staff Attorney positions are subject to available funding supplied by the Administrative Office of the United States Courts, which is dependent upon annual court filings.

REPRESENTATIVE DUTIES

Performs substantive screening of all prisoner petitions, complaints and pleadings, including civil rights complaints and state and federal habeas corpus petitions.

Identifies issues and the basis for relief and performs legal research and analysis on those issues.

Drafts appropriate opinions and order for review by District Judges, including motions to dismiss, for summary judgment, and for injunctive relief.

Monitors dockets to assure the proper progress of cases.

Provides information, guidance, and advice to judges, chambers law clerks, and Court staff on legal issues relating to prisoner cases.

Compiles statistics and prepares reports to reflect the status of cases.

Performs other duties as assigned.

QUALIFICATIONS

To qualify for a Pro Se Staff Attorney position, an individual must have excellent legal research, analytical, and writing skills, along with interpersonal skills well matched for working closely with judges and court personnel.

Qualified applicants must be law school graduates from a law school of recognized standing and be admitted to practice by a state bar association.

Preferred qualifications include: prior federal court clerking experience; legal experience in one or more areas of civil rights, habeas corpus and/or criminal appellate law; having standing within the upper third of graduates from a law school approved by the American Bar Association or the Association of American Law Schools; and experience on the editorial board of a law review.

How to Apply

Applicants must submit the following:

- 1) Cover Letter
- 2) Resume
- 3) Writing Sample of no more than 15 pages
- 4) Transcripts, official or unofficial
- 5) Letter(s) of Recommendation – No more than 3.

Go to our web site:

<http://agency.governmentjobs.com/azduscourts/default.cfm> to submit an online application, along with the items listed above.

Attachments should be submitted as Microsoft Word or Adobe Acrobat documents. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments in proper format are received in the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The United States District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States District Court for the District of Arizona is an Equal Opportunity Employer.