

**UNITED STATES DISTRICT COURT
DISTRICT OF NEVADA**

**Career Opportunity #18-NV-04
*Pro Se Staff Attorney***

Location: Reno, Nevada
Salary: \$61,218 or \$134,038 Reno (JSP 11/01 to 14/10)
\$61,812 or \$135,339 Las Vegas (JSP 11/01 to 14/10)
Opens: Immediately
Closes: Open until filled

The United States District Court for the District of Nevada is seeking qualified candidates for a *Pro Se Staff Attorney* in Las Vegas or Reno, Nevada.

The *Pro Se Staff Attorney* provides legal assistance to the Court and assists in the management and disposition of non-capital habeas corpus cases and prisoner civil rights cases. Responsibilities include monitoring the status and progress of these cases, drafting proposed orders, performing merits review, screening complaints, making recommendations to the court, keeping abreast all relevant authority affecting these practice areas including AEDPA and the PLRA, and compiling statistics and preparing periodic reports on the status and flow of cases.

The successful candidate must be graduate of an accredited law school and an efficient, organized, and detail-oriented self-starter with excellent interpersonal skills and the ability to perform multiple tasks in a timely and efficient manner and work in a team environment. Exceptional legal research and writing skills and at least one year of habeas corpus experience as an attorney or law clerk are also required.

To apply, send a cover letter, resume, and writing sample (eight pages or less) to NVD_HR@nvd.uscourts.gov

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

Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.