



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
www.ilnd.uscourts.gov

## NOTICE OF POSITION VACANCY

<b>Date:</b>	July 16, 2019	<b>Grade Range:</b>	JSP 12/1 – JSP 14/10
<b>Job Announcement No.:</b>	2019-32	<b>Salary Range:</b>	\$82,579 to \$150,856
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	July 30, 2019
<b>Position Title:</b>	Temporary Pro Se Law Clerk		

**The United States District Court, Northern District of Illinois, is now accepting applications for a Temporary Pro Se Law Clerk. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume and writing sample. To apply, please see "Notice to Applicants" listed below.**

**\*This is a temporary position and with a not to exceed date of December 1, 2020.**

### POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is seeking a Temporary Pro Se Law Clerk. The Pro Se Law Clerk principally provides legal research and assistance to the court in connection with prisoner petitions and complaints. Duties and responsibilities include: screening prisoner complaints and motions; drafting appropriate recommendations and orders for the court's review; researching issues raised in complaints; keeping abreast of changes in prison law; advising appropriate court personnel on the status of particular cases; and sometimes attending court hearings. Primary duties involve analysis of procedural and substantive issues in pro se prisoner civil rights and habeas corpus cases. The incumbent will perform other duties as assigned by the Chief Judge.

### JOB REQUIREMENTS AND QUALIFICATIONS

The applicant must be a law school graduate; must be a member of a state bar; and have at least one year of legal work experience after receipt of J.D. At least one year of legal experience as a law clerk to an Article III Federal Judge is preferred. Knowledge of constitutional law, particularly relating to prison litigation, is especially desirable. Applicants must possess excellent research, writing, and communication skills and must be able to work independently. Preference is given to applicants who have at least a two-year working knowledge of prisoner civil rights and habeas corpus law, and to those with federal law clerk experience.

### COMPENSATION

Compensation and classification level will be set based on legal experience after receipt of J.D. and Bar membership, qualifications, and salary history of the successful candidate. JSP Grade 12 requires one year of legal work experience; JSP grade 13 requires two years of legal work experience; and JSP Grade 14 requires three years of legal work experience.

### EMPLOYEE BENEFITS

Benefits information may be viewed at:

<https://www.ilnd.uscourts.gov/Pages.aspx?zfbBBqIXnCMshfVZd7Psdg/8BBjEb22a>

**NOTICE TO APPLICANTS**

**Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume and writing sample by July 30, 2019. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)**

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

In order to be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
  - (a) 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);
  - (b) Must apply for citizenship within six months of becoming eligible; and
  - (c) Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

**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.**