



## VACANCY ANNOUNCEMENT UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY  
100 State Street, Rochester, NY  
Website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**Position:** Pro Se Law Clerk (Full-Time)  
**Vacancy:** 24-16  
**Duty Station:** Buffalo or Rochester, New York  
**Salary:** JSP Grade 11-14, \$72,883-\$165,891

### Overview

Duties of the position include drafting legal memoranda, 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.

### Representative Duties

- Performs substantive screening after filing of prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Drafts decisions and orders for the Court's signature.
- Reviews filed complaints, petitions, and pleadings to determine issues involved and any basis for relief.
- Performs research to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants. Corresponds with other officials, such as the U.S. Attorney and Attorney General, as required.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.
- Provides information and guidance to the Court and other staff working in the pro se unit. Advises appropriate personnel on the status of cases.



### How to Apply

Please submit a cover letter, resume, and AO78 Application for Judicial Branch Federal Employment (available at [www.uscourts.gov](http://www.uscourts.gov)) as a single PDF attachment by email to: [applications@nywd.uscourts.gov](mailto:applications@nywd.uscourts.gov) subject line "Pro Se Law Clerk, Reference No. 24-16." Save the documents as one PDF, using your `firstname_lastname`. When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are required to complete the AO78, page 5, Optional Background Information.** Only candidates selected for an interview will be notified and must travel at their own expense.

### Important Dates

**Position Available:** 11/18/2024

**Position End Date:** As long as funding permits.

**Application Deadline:** Until Filled

### District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 7 United States Magistrate Judges, and approximately 100 employees.

## **Qualification Requirements**

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. Litigation experience preferred. Applicants must be computer literate. 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.

## **Organizational Relationship**

The Pro Se Law Clerks report to Chief United States District Judge Elizabeth A. Wolford.

## **Benefits**

Click [HERE](#) to learn more about the Judiciary's benefits.

## **Background Investigation**

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, social media inquiry, and a favorable suitability determination.

## **Applicant Information**

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

*The United States District Court for the Western District of New York is an Equal Opportunity Employer.*