

Notice of Part-time Career Opportunity

United States District Court Eastern District of Missouri



Posting Date:	March 7, 2025
Vacancy Number:	PSLC-325
Position Title:	Part-time Pro Se Law Clerk (20 hrs/ppd) (permanent, contingent upon funding in future years.)
Starting Salary:	JSP 11/1-10: \$37,897-\$49,275 Part-Time JSP 12/1-10: \$45,435-\$59,06, Part-Time JSP 13/1-10: \$54,028-\$70,23, Part-Time JSP 14/1-10: \$63,835-\$82,992, Part-Time Starting salary will be commensurate with experience and in accordance with the Guide to Judiciary Policy.
Position Location:	St. Louis, MO
Closing Date:	Open Until Filled
Expected Start Date:	Beginning of April

Position Summary

This position is located in the U.S. District Court and reports to the Chief Deputy Clerk of Operations by delegation from the Chief Judge and Clerk of Court. In accordance with the Plan for Utilization of Pro Se Law Clerk Services, the incumbent provides services to assigned judges of the Court. Generally, the Pro Se Law Clerk is responsible for conducting initial review in prisoner cases and in cases filed by non-prisoners who are proceeding pro se and in forma pauperis; and for conducting Rule 4 review in habeas cases. The Eastern District of Missouri currently consists of twenty-one authorized judicial officers and has divisional offices in Cape Girardeau and Hannibal. Travel within the district may be required. This position is onsite with limited telework after probationary period is completed.

Duties include, but not limited, to the following:

- Prisoner § 1983 cases - upon the initial filing of a complaint, screens and reviews documents, pursuant to 28 U.S.C. § 1915(e)(2) or 28 U.S.C. § 1915A.
 - Cases dismissed prior to service of process - continues to monitor case and makes recommendations on post-judgment motions.
 - Cases where process is issued on a defendant and counsel is not appointed - engages in case management until the case management order (CMO) is entered. Monitors docket to determine whether service has been completed and defendants have filed timely responsive pleadings. Prepares orders on all motions filed prior to issuance of the CMO, e.g., motions to dismiss, motions for appointment of counsel, etc. Prepares CMO when appropriate. Case duties cease after CMO is entered. Sends appropriate emails to all chambers and team personnel notifying them pro se law clerk duties have ended and case is transferred to chambers for all further proceedings.

- § 2254, § 2255, and § 2241 cases - upon the initial filing of a petition/motion to vacate, screens and reviews documents, pursuant to Rule 4 of the Rules Governing Habeas Corpus Cases. Following initial review and determination of IFP status, prepares a CMO, order of dismissal, or other appropriate orders, e.g., order of transfer, order to show cause, etc. If a CMO is not issued, continues to monitor case and make recommendations on subsequent filings. All case duties cease after CMO is issued.
- Non-prisoner, pro se IFP cases, including cases filed by civil detainees - upon the initial filing of a complaint, screens and reviews documents, pursuant to 28 U.S.C. § 1915(e)(2).
 - Cases dismissed prior to service of process - continues to monitor case and makes recommendations on post-judgment motions. Case duties cease upon the entry of an order issuing process.
- Special project to work on motions for relief e.g., First Step Act, Retroactive application of Guidelines, etc.
- Reviews motions to proceed IFP and makes recommendations pursuant to 28 U.S.C. § 1915(b).
- Provides information to judges and other court staff on legal issues unique to pro se cases, and advises Clerk of Court on miscellaneous legal matters.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- 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.
- Other duties as assigned.

Qualifications

To qualify for the position of pro se law clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school of the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalency of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
 1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
 2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 3. Winning of a moot court competition or membership on a moot court team that represent the law school in competition with other law schools;
 4. Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
 5. Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.*

(* To receive credit, participation and experience could not have been for academic credit.)
This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

The number of years of legal work experience possessed, as well as bar membership, impacts salary. Prior work experience in a court as well as knowledge of civil rights and habeas corpus law and federal procedure is preferred.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Candidates must be able to analyze complex legal issues and comprehend a wide range of legal concepts, principles and practices as they relate to pro se litigation, as well as be able to write and perform legal research accurately and expeditiously. The successful candidate will be detail-oriented, possess excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, and the ability to manage priorities with limited supervision.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, for requirements please see:

<https://www.moed.uscourts.gov/sites/moed/files/Citizenship-Requirements-Employment-Judiciary.pdf>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three professional references

Application materials may be submitted via e-mail to the following address:

MOED_Employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. 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 Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

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