



# United States District Court Eastern District of New York

[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

## JOB OPPORTUNITY

**Position:** Part-time Pro Se Staff Attorney

**Location:** Central Islip, New York

**Opening Date:** October 10, 2017

**Closing Date:** Open Until Filled  
(first preference given to those who  
apply by October 31, 2017)

**Grade/Salary Range:** JSP 12-14 (\$41,152 – \$75,174.50)  
(Salary determined by qualification,  
experience and bar membership)

### JOB SUMMARY

The *Pro Se* Staff Attorney provides assistance to the court re: substantive legal and procedural review of *pro se* civil litigation. The position's general responsibilities include:

Substantive screening and legal review of *pro se* petitions and complaints, including, but not limited to, all prisoner litigation, such as habeas corpus petitions and civil rights complaints, employment discrimination, social security disability appeals and any other civil proceeding instituted without an attorney; conducting legal research on issues raised by pleadings; drafting appropriate memoranda and orders for the Court's approval; monitoring dockets of pending civil actions; keeping abreast of changes in the law; compiling statistics and preparing periodic reports to reflect the status and flow of cases; and communicating with *pro se* parties regarding the status of cases.

Pro Se Staff Attorney positions are subject to available funding supplied by the Administrative Office of the U.S. Courts, dependent upon annual court filings.

### EDUCATION AND QUALIFICATIONS

Juris Doctor Degree from an accredited law school and at least one year of experience in the practice of law, legal research or legal administration is required. Bar membership in good standing of a state or federal jurisdiction. Applicant must have a knowledge of civil and criminal laws, court rules and procedures. The successful candidate should possess excellent communication, research, writing and interpersonal skills.

### BENEFITS:

The United States District Court offers a generous benefit package to employees which includes:

- 10 Paid Federal Holidays
- 6.5 Days Paid Vacation (per year for the first three years)
- 10 Days Paid Vacation (after three years)
- 13 Days Paid Vacation (after fifteen years)
- 6.5 Days Paid Sick Leave
- Participation in Federal Employees Retirement System
- Health and Dependent Programs (optional)
- Fitness Center Membership (fee required, optional)
- Thrift Savings Plan (401k style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)
- Credit Union Participation

## **HOW TO APPLY**

Qualified individuals should submit the following by mail or email in a single PDF document:

- A cover letter detailing why you are interested in the position and how your experience qualifies you
- A resume detailing all relevant work experience, education and skills
- Law school transcript
- A brief writing sample
- Three letters of recommendation

**To:**

Attn: Hon. Joan M. Azrack, U.S. District Judge  
United States District Court, Eastern District of New York  
100 Federal Plaza  
Central Islip, NY 11722

Or via email: [joan\\_azrack@nyed.uscourts.gov](mailto:joan_azrack@nyed.uscourts.gov)

**To ensure first consideration, all information must be received by October 31, 2017.**

**Incomplete packets will not be considered.**

## **APPLICANT INFORMATION:**

- Applicants must be a United States citizen or a permanent resident who is seeking citizenship in the United States. The successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are “at will” employees.
- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, and/or commence interviews immediately, any of which actions may occur without prior written or other notice.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.

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