

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK**

**Classification Level:** JSP 11/01 – JSP 14/10

**Salary Range:** \$59,246 - \$129,723

**Location:** Rochester, New York

**Opening Date:** Wednesday, December 21, 2016

**Closing Date:** January 20, 2017, or until filled

**Number of Positions:** Two

**Vacancy Number:** 16-13

**Job Type:** One full-time position available January 23, 2017; one part-time position (20 hours/week) available April 1, 2017

***Position Overview***

The United States District Court for the Western District of New York invites applications for one half-time and one full-time Pro Se Law Clerk. Pro Se Law Clerks work under the supervision of the Special Counsel to the Chief Judge. Duties of the position include drafting legal memoranda, reports and recommendations, decisions and orders, as well as analyzing statutes and legal issues in federal habeas corpus and civil rights matters. Pro Se Law Clerks may work on cases assigned in both court locations. The successful candidates must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude. Pro Se Law Clerk positions are subject to available funding, dependent upon annual court filings. The part time position is currently funded through September 30, 2017, but could be subject to renewal if funding is available.

***Skills/Qualifications***

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. Bar membership is also required. Litigation experience preferred. Applicants must be computer literate.

The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements.

***Benefits***

Federal benefits include: health, life, dental, vision, and long term care options; Federal Employees Retirement System (defined benefit plan); matching, tax-deferred and/or Roth Thrift Savings Plan (defined contribution plan); optional Transit Subsidy Program participation. Federal employees observe ten paid holidays per year.

***Information for Applicants***

Please mail a cover letter, résumé, writing sample, law school transcript, and the names of three professional references to: Chambers of the Hon. Frank P. Geraci, Jr., United States District Court, 2720 United States Courthouse, 100 State Street, Rochester, New York 14614. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

Interview and relocation expenses are not reimbursable. As a condition of employment, the incumbent will be subject to an FBI fingerprint background check and the incumbent's salary payments will be paid through electronic funds transfer. The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov). The Federal Judiciary is an Equal Employment Opportunity Employer.