

# ■ SPECIAL OPPORTUNITY ■



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #19-04  
**Title:** Pro Se Attorney  
**Position Type:** Full-Time Temporary (*not to exceed 9/30/2020*)  
**Location:** Grand Rapids, Michigan  
**Closing Date:** September 19, 2019 (By 4:30p.m. EST)  
**Salary Range:** JSP 11 - 14 (\$62,236 - \$136,271)

A special opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time temporary Pro Se Attorney. (Position available 10/1/2019.) The Pro Se Attorney will provide legal advice and assistance to the Court on pending cases of all types.

### POSITION OVERVIEW

The pro se attorney hired for this position will perform research and writing tasks as assigned by Judicial Officers of the Court on pending cases of all types. Substantive work will include review and analysis of pending motions; preparation of draft documents for a Judicial Officer's review, editing and approval; research to assist the Judicial Officers in preparing opinions; assisting with the Court's pro se litigation docket; and other duties as assigned.

### EDUCATION & QUALIFICATIONS

To qualify for the position of Pro Se Attorney, an individual must be a 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: standing within the upper third of the class from a law school on the approved list of the American Bar Association or the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from such a school with an LLM degree; or proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

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 federal practice and procedure is preferred.

Candidates must be able to analyze complex legal issues and comprehend a wide range of legal concepts, principles and practices, 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.

### CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Reimbursement of travel and/or relocation expenses is not authorized. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

### HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest;
- a detailed resume;
- law school transcripts;
- writing sample;
- contact information for three professional references, and
- a completed [Application for Judicial Branch Federal Employment](#), AO78 form

**Incomplete or late applications will not be considered.** Required documents must be sent via email and received by 4:30p.m. EST on **September 19, 2019**. Please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). **No phone calls please. EQUAL OPPORTUNITY EMPLOYER**