



Vacancy Announcement United States District Court Western District of Missouri

Position Pro Se Writ Clerk
Position Number PSW-02-19
Location **Kansas City, Missouri**
Salary CL 23, Step 1-25 (\$33,295–\$41,626)
between \$16.00-\$20.01/hour
*Must have one year (52 weeks) of "work experience"
using a computer, otherwise salary will be slightly
lower)*
Opening Date January 28, 2019
Closing Date February 15, 2019

*Two positions available – one working from May through December at 13 hours per week
the second from August through December at 13 hours per week
(both positions have the possibility of being renewed for another semester)*

The United States District Court for the Western District of Missouri is currently accepting applications for a Pro Se Writ Clerk positions in Kansas City, Missouri. NOTE: Applicants who have conflicts with other law firms and/or school courses in which applicants enter their appearances on behalf of clients must be excluded from consideration.

Primary Duties

This position is in the ProSe Prisoner Office of the United States District Court. Under the guidance and direction of the ProSe Law Clerks, the incumbent:

- Conducts legal research as directed by staff attorneys. Writes memoranda and proposed orders for review of the staff attorneys.
- Keeps abreast of law in relevant areas.
- Examines all prisoner petitions and complaints, including state habeas corpus petitions, Section 1983 civil rights cases, motions to vacate sentence and civil rights complaints.
- Answers telephone upon absence of administrative assistant/case processor and responds to inquiries from counsel and pro se litigants regarding procedural requirements and the handling and progress of their cases in the office. Supplies them with appropriate forms, documents and instructions.

The position has a strong emphasis on constitutional law, criminal procedure and prisoners' rights.

Qualifications

Applicants must be a first or second year law student, demonstrate excellent oral communication skills and the ability to meet and communicate clearly with a variety of people. Superior research and writing skills required for preparing pleadings, memoranda and proposed orders. In order to qualify for the higher end of the salary range, applicant must have a minimum of one year of experience working with a computer on the job.

Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the judge and the Code of Conduct for Judicial Employees. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

Employee Benefits

The following benefits are available for this position:

10 Paid Holidays each calendar year
Annual and Sick Leave

- Up to 13 days of paid annual leave (hours earned are pro-rated for part-time employees)
- Up to 13 days of paid sick leave (hours earned are pro-rated for part-time employees)

Permanent employees (not working on a temporary status) are eligible to participate in the Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability, Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts), Retirement System and Thrift Savings Plan participation (with up to 5% employer matching contributions)

Application Procedure

Qualified applicants **must** submit each of the following to be considered for an interview:

- A detailed cover letter
- A detailed resume
- Writing Sample
- Unofficial Transcript
- A completed application for Judicial Branch Federal Employment – form AO78
Link to form: <http://www.uscourts.gov/forms/AO078.pdf>
- Contact information for three **professional** references

Kathy Popejoy
U.S. District Court - Western Missouri
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO, 64106
or via email to: kathy_popejoy@mow.uscourts.gov

The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.