



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Supervising Pro Se Staff Attorney

**DUTY STATION:** Baltimore or Greenbelt Maryland depending on court needs;  
applicants should be prepared to work in either division

**OPENING DATE:** October 9, 2019

**CLOSING DATE:** Open Until Filled (Applications received by November 8, 2019 will receive first consideration)

**STARTING DATE:** January 6, 2020

**SALARY:** JSP 15 (\$137,849 - \$166,500) per year  
Actual starting salary dependent upon experience and qualifications

### Position Overview

The United States District Court for the District of Maryland invites applications for the position of Supervising Pro Se Staff Attorney. This position will be available January 6, 2020. The Supervising Staff Attorney works directly under the supervision of the Chief Judge and Liaison Judges and together with other Staff Attorneys assists all the judges regarding substantive legal and procedural review of prisoner civil litigation, instituted with or without an attorney, including state and federal prisoner habeas corpus petitions and civil rights complaints. Staff Attorneys, including the Supervising Staff Attorney, also assist the judges regarding substantive legal screening and initial processing of non-prisoner pro se civil litigation. All Pro Se Staff Attorney positions are subject to available funding supplied by the Administrative Office of the United States Courts, dependent upon annual court filings.

### Duties and Responsibilities

**Duties include, but are not limited to, the following:**

- Supervising employees involved in Pro Se activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions.
- Developing and conducting employee performance evaluations and assisting in developing work standards. Delegating, and prioritizing workload if needed, implementing staff procedures, and conducting staff meetings.
- Editing opinions and orders drafted by other Pro Se Staff Attorneys both for substance and to conform with chambers' style preferences.
- Keeping abreast of changes in the law to aid the court in adjusting to new case law and legislation affecting pro se and prisoner litigation.
- Identifying problem areas, making recommendations, and offering solutions, as required by the court, the Administrative Office, and others
- Keeping abreast of the current staffing formula and associated work measurement efforts. Monitoring pro se and death penalty filings used to calculate annual staffing levels.
- Reviewing the docket of pending caseload to assure the proper progress of such cases and advising the court and relevant personnel of those cases where action is needed.
- Overseeing office functions and identifying issues and resolving disputes. Maintaining accurate documentation, statistics, and employee records and training staff on policies, procedures, and internal controls. Making recommendations regarding employee appointments, promotions, and separations.
- Evaluating present procedures to determine innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- Compiling statistics and preparing reports to reflect the status of cases and to monitor staffing in conformity with guidelines set by the Administrative Office of the Courts.

- Training and mentoring Pro Se Unit personnel.
- Case management, including monitoring dockets to assure the proper progress of cases assigned to oneself as well as to other Pro Se Staff Attorneys.
- Providing information, guidance, and advice to peers as well as judges and chambers law clerks on legal issues relating to prisoner cases.
- Assisting staff with interpretation of pleadings filed by self-represented litigants
- Maintaining own caseload involving substantive screening of petitions and complaints and drafting appropriate opinions and orders for review by District and Magistrate Judges, including motions to dismiss and for summary judgment, and final habeas opinions.
- Performing other duties as assigned.

### **Qualifications and Requirements**

At the time of appointment, the candidate must possess the following minimum requirements:

- Qualified applicants will be a law school graduate and have at least four years of experience as a judicial law clerk, and/or pro se staff attorney or the equivalent.
- Qualified applicants should demonstrate one or more accomplishments or proficiencies or the equivalent in the following:
  - Experience directing the workflow within an office.
  - Experience providing review of other law clerks' drafts prior to submission to a judicial officer.
  - Experience training law clerks on standards of performance.
  - Experience in the area of prisoner and constitutional law.
  - Clerkship experience.
  - A strong academic background and demonstrated research and writing ability.
  - Strong verbal and written communication skills, and the ability to work effectively with a variety of people either in person or on the phone.
  - Excellent organizational skills and experience handling multiple tasks and projects.
  - Ability to carry a robust caseload and work with strict deadlines in a fast-paced high-volume environment.
  - Maturity, good judgment, and high ethical standards.
  - Ability to work independently or as a team player, with a positive work attitude.

NOTE: This list is not all-inclusive; determination of an acceptable equivalence rests with the Chief Judge or their designee. The position is subject to a one-year probationary period.

### **Federal Benefits**

- A minimum of 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Participation in the Federal Employees Retirement Program and the Social Security Retirement programs.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

## **Application Procedure**

Qualified applicants should submit **one document in PDF format** via email to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov) that includes the following:

- A **cover letter** addressing the qualifications, skills and experience necessary to perform the job;
- A current **resume**, including a list of professional **references**;
- A completed **AO78 Form**, Application for Federal Judicial Branch of Employment, which can be found on the Employment Opportunities page of the court's website.
- A **writing sample** of at least five pages is required.

Failure to submit a complete and signed cover letter, resume, AO78 and writing sample will result in immediate disqualification. The Description of Work section of the AO-78 must be completed to include salary information; merely indicating "see resume" is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense.

To ensure first consideration, applications should be received by November 8, 2019. Include the job title for which you are applying in the subject header of the email.

- Applications will be reviewed, and interviews scheduled on a rolling basis. This position will close without notice once a qualified candidate is selected. Due to the volume of applications received, the Court may communicate only with those selected for an interview and unsuccessful applicants will not receive notice.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.

## **Conditions of Employment**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a high-sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigation will be required every five years thereafter.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

For more information on the United States District Court, for the District of Maryland, please visit our website, [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov).