



## UNITED STATES DISTRICT COURT Central District of California

**Position:** Pro Se Staff Attorney – Part Time  
**Classification Level:** JSP 11/01 – JSP 14/10  
**Salary Range:** \$55,695 - \$72,406 (prorated due to half-time schedule)  
**Location:** Los Angeles, California  
**Opening Date:** November 16, 2016  
**Closing Date:** Open Until Filled  
**Number of Positions:** One (1)  
**Vacancy Number:** 17-04

### POSITION OVERVIEW

The United States District Court for the Central District of California invites applications for one half-time Pro Se Staff Attorney. A Pro Se Staff Attorney works under the supervision of United States Magistrate Judges. 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, civil rights and social security disability matters. A Pro Se Attorney may work on cases assigned to all Divisions of the Court. The successful candidate 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 Staff Attorney positions are subject to available funding, dependent upon annual court filings. Should additional positions become available, additional pro se staff attorneys may be hired from this recruitment notice.

### QUALIFICATIONS

Strong academic credentials from an ABA-accredited law school, polished writing skills, and superior analytical ability is required. Legal experience in one or more of the following areas will be favorably considered: Civil rights; habeas corpus; social security disability; and criminal appellate 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.

### COMPENSATION AND BENEFITS

Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan.

This position qualifies for federal employees group health and life insurance benefits as well as retirement benefits. Federal employees observe ten paid holidays per year.

### HOW TO APPLY

Please submit a completed application, resume, two recent writing samples, law school transcripts, and the names of at least three references to: [Apply\\_CACD@cacd.uscourts.gov](mailto:Apply_CACD@cacd.uscourts.gov) (visit the court's website at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov) to download the job application). E-mailed documents must be in PDF format. You may also mail or hand carry your completed application to: United States District Court, Human Resources Department, 312 N. Spring Street, Room 535, Los Angeles, CA 90012. Refer to: Vacancy Number 17-04. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed.

*Expenses associated with interviews or relocation are not reimbursable.* As a condition of employment, the final candidate will be subject to an FBI fingerprint background check; with periodic reinvestigation, if applicable. The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at <http://www.cacd.uscourts.gov>.