



## Pro Se Law Clerk

Vacancy Announcement #: 2026-27-USDC

<b>POSITION:</b>	<b>Pro Se Law Clerk</b>
<b>POSITION TYPE:</b>	<b>Permanent, Full-Time or Part-Time (Mon-Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b><a href="#">JSP 11/1 to JSP 14/1</a> - (\$83,625-\$140,239) Denver Pay Table</b> <i>*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) guidelines. Advanced step placement may be available for current or prior federal employees under highest previous rate rules. Pay is determined based on the employee's official duty station; therefore, the applicable pay table may vary for a remote duty station.</i>
<b>OPEN DATE:</b>	<b>Wednesday, June 3, 2026</b>
<b>CLOSING DATE:</b>	<b>Open until filled; preference given to those who apply by close of business June 24, 2026</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Denver, Colorado (or Remote)</b>

*The Court reserves the right to cancel and/or modify this vacancy announcement as needed.*

The United States District Court for the District of Colorado is currently seeking to hire at least two (2) Pro Se Law Clerks. The duty station is in Denver, Colorado, though there may be flexibility to work remotely as well.

The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints. The Chief Judge serves as the appointing authority for all Pro Se Law Clerk positions, with the Supervisory Pro Se Law Clerk and Chief Magistrate Judge responsible for overseeing case assignments and workflow management. This position is eligible for full federal government benefits including Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP), though insurance will be prorated for part-time employees. Learn more about the United States Courts [here](#).

The Pro Se Law Clerk performs the following duties:

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Drafts appropriate recommendations and orders for the Court's signature.
- Reviews complaints, petitions, and pleadings to determine the issues involved and the basis for relief.
- Performs legal research, as required, to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants. Corresponds with other officials, such as the U.S. Attorney, as required.
- Evaluates existing procedures and recommends innovations to increase effectiveness in handling complaints, petitions, and pleadings.
- Reviews the docket of pending prisoner and inmate litigation to ensure the proper progress of cases and advises the Court when action is appropriate.

- Compiles statistics and prepares periodic reports, as required, reflecting the status and flow of cases.
- Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Keeps abreast of changes in the law to assist the Court in responding to new legislation and developments in the pro se area.
- Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro se area. Advises appropriate personnel on the status of particular cases. Performs other duties as assigned.

### **Minimum Qualification Requirements**

To qualify for the position of pro se law clerk, an individual must be a law school 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 law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- 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.

**Additional Qualifications (Court Preferred):** Working knowledge of criminal law and constitutional law, and previous state or federal clerkship experience. A strong work ethic, and excellent organizational, communication and research / writing skills are required. Applicant must possess proficient typing and computer skills; ability to work with strict deadlines within a fast-paced environment and ability to work independently or as a team player.

### **Grade Qualifications:**

Grade 12: Juris Doctor (J.D.) and one year post J.D. legal work experience. Bar membership required.

Grade 13: J.D. and two years post J.D. legal work experience. Bar membership required.

Grade 14: J.D. and three years post J.D. legal work experience. At least two of those years of experience must have been as a federal law clerk or staff attorney to be placed at the grade 14 level. Bar membership required.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

### **BENEFITS**

A generous benefits package is available and includes the following:

- 13 days of paid vacation leave for first three years (increases with tenure)
- 13 days of sick leave
- 11 paid holidays
- 12 weeks of Paid Parental Leave after one year
- Retirement benefits and Thrift Savings Plan (TSP) with government match up to 5%
- Health and group life Insurance, dental, and vision
- Flexible spending accounts (Health, Dependent, Parking)
- RTD Eco Pass (if budget permits)
- On-site fitness facilities
- Employee Assistance Programs (EAP)
- Student loan forgiveness to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program

See the complete list of benefits on our employment [website](#).

## **ADDITIONAL INFORMATION**

Employees must adhere to the judiciary's Code of Conduct. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

The Court is not authorized to reimburse travel expenses for interviews or relocation.

## **HOW TO APPLY**

Submit a complete application package online through [OSCAR](#).

- Application form AO78 (Download it [here](#));
- Cover letter
- Current résumé;
- Writing sample;
- Law school transcripts;
- Contact information for two professional references.

All applicants must complete the "Optional Background Information" section of the AO 78, located on page 5, to be considered for this position. Incomplete applications and applications submitted through other means may not be considered.

Candidates interested in part-time or remote work should indicate that preference in their application materials and include the desired work schedule, if seeking part-time employment. Please note that pay, leave accrual, benefits eligibility, and employer contributions may vary for part-time employees based on the work schedule and applicable judiciary policies. For general information regarding benefits for part-time federal employees, applicants may review OPM's [Part-Time & Job Sharing benefits guidance](#).

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**