UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO
Alfred A. Arraj U. S. Courthouse
901 19th Street
Denver, CO 80294
www.cod.uscourts.gov

Supervisory Pro Se Law Clerk

Vacancy Announcement #: 2027-02-USDC

POSITION:	**Supervisory Pro Se Law Clerk**
POSITION TYPE:	**Permanent, Full-Time** **(Mon-Fri, 8:00 am to 5:00 pm)**
SALARY RANGE:	**JSP 15 ($164,956-$197,200) 2026 Denver Pay Table** **Starting salary is dependent upon qualifications and experience, subject to applicable pay-setting policies.*
OPEN DATE:	**Friday, October 30, 2026**
CLOSING DATE:	**Monday, November 30, 2026, at 5:00 p.m. Mountain Time**
AREA OF CONSIDERATION:	**Open to all qualified individuals**
LOCATION:	**Denver, Colorado**

The United States District Court for the District of Colorado is accepting applications for the position of Supervisory Pro Se Law Clerk with an anticipated start date of January 1, 2027.

Under the direction of the Chief Judge or designee, the Supervisory Pro Se Law Clerk oversees the operations of the Court's pro se law clerk program, which provides legal research, analysis, and assistance to the Court, primarily in connection with prisoner petitions and complaints.

This position is responsible for supervising, training, and mentoring pro se law clerks; reviewing and evaluating their work; managing workflow and caseload assignments; and monitoring office operations, productivity, and staffing needs. The incumbent also maintains an active caseload, performs substantive legal research and analysis, drafts proposed orders and recommendations, and provides procedural and substantive legal guidance to judicial officers and court personnel.

The Court seeks a forward-thinking leader who is excited about the opportunity to evaluate existing operations in light of current conditions impacting the volume and nature of the cases handled by the court and the pro se law clerks. This candidate will be asked to explore new approaches and implement meaningful improvements to address current needs and challenges. The successful candidate will play an important role in shaping the future of the pro se program while ensuring the effective use of court resources to support a growing caseload.

REPRESENTATIVE DUTIES

The representative duties of this position include, but are not limited to, the following:

- Supervises, trains, mentors, and evaluates pro se law clerks and assigned administrative staff. Establishes performance standards, assigns and reviews work, conducts performance evaluations, provides constructive feedback, addresses employee relations matters, and makes recommendations regarding personnel actions, including appointments, promotions, disciplinary actions, and separations.
- Oversees the daily operations of the pro se law clerk office, including workload management, staff assignments, scheduling, supervisory timekeeping, and maintenance of employee records and statistics. Establishes and implements office procedures, conducts staff meetings, resolves operational issues, and ensures staff are trained on applicable policies, procedures, and internal controls.

- Monitors the prisoner pro se caseload to ensure timely case progression and appropriate workload distribution. Reviews pending cases, identifies matters requiring attention, and advises judicial officers and relevant court personnel as necessary.
- Reviews, edits, and evaluates legal work products prepared by pro se law clerks, including proposed opinions, orders, and recommendations, to ensure accuracy, consistency, and quality. Provides substantive legal guidance and constructive feedback to support professional development.
- Provides procedural and substantive legal guidance to the Chief Judge or designee, district and magistrate judges, chambers staff, and other court personnel regarding pro se litigation. Monitors developments in applicable case law and legislation and advises the Court of their potential impact on the pro se program.
- Evaluates existing practices and procedures, identifies opportunities for improvement, and recommends and implements solutions to enhance the effectiveness and efficiency of the pro se program. This is particularly important given the growing caseload and use of AI by many litigants.
- Monitors staffing levels, caseload statistics, and workload measurement data, including pro se filings used to determine annual staffing allocations. Identifies staffing and training needs and provides recommendations to court leadership.
- Maintains an active pro se caseload, including reviewing complaints, petitions, and pleadings; conducting substantive screening of prisoner and detainee filings, including habeas corpus petitions, motions to vacate sentences, and civil rights complaints; performing legal research; and drafting proposed recommendations, opinions, and orders for judicial review.
- Coordinates with federal, state, and local government agencies, correctional institutions, and other stakeholders to facilitate service of process, court orders, and communication with prisoner litigants. Assists with pro bono counsel recruitment, prisoner mediation programs, and relevant court committees as needed.
- Complies with the Code of Conduct for Judicial Employees, applicable court policies, and confidentiality requirements.
- Performs other administrative duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for this position, applicants must meet the following requirements:

- **Education:** Graduation from a law school of recognized standing.
- **Experience:** At least three years of related legal experience. Experience handling pro se litigation is preferred. Experience and knowledge of systems and AI as well as other technologies is also desirable.
- **Leadership:** Demonstrated experience or proficiency in at least one of the following areas:
    - Directing or managing workflow within an office.
    - Reviewing the work products of professional legal staff.
    - Training law clerks or other professional legal staff on performance standards.
- The examples of qualifying leadership experience are not all-inclusive. The determination of acceptable closely related legal experience and leadership proficiency rests with the Chief Judge or designee.

PREFERRED ATTRIBUTES

The ideal candidate is an approachable, collaborative, and innovative leader who welcomes change, encourages new ideas, and recognizes opportunities to improve processes and operations. Successful candidates will demonstrate sound judgment, strong organizational and communication skills, and the ability to balance supervisory responsibilities with a demanding legal caseload. The Court particularly values individuals who are resourceful, adaptable, and committed to developing staff while identifying creative and practical solutions to evolving workload demands.

ADDITIONAL INFORMATION

Employees must adhere to the judiciary's Code of Conduct. In addition, this position is subject to mandatory electronic funds 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.

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
- Flexible work schedules and telework, subject to court policy and approval
- Up to 12 weeks of Paid Parental Leave after one year
- Retirement benefits and Thrift Savings Plan (TSP) with up to 5% in government contributions
- Health and group life insurance, dental, and vision
- Flexible spending accounts (Health, Dependent, Parking)
- RTD Eco Pass
- On-site fitness facilities
- Employee Assistance Program (EAP)
- Student loan forgiveness for qualifying employees under the Public Service Loan Forgiveness (PSLF) program

See the complete list of benefits here.

HOW TO APPLY

All applicants must submit a complete application package through OSCAR.

- Application form AO78 (Download it here);
- Cover letter describing your leadership experience and management philosophy. Please include a specific example of a process improvement or operational change you identified, developed, or helped implement, including your role in the effort and its impact on efficiency, effectiveness, or resource utilization.
- Current resume;
- 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.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER