



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

<b>Date:</b>	May 21, 2024	<b>Grade Range:</b>	JSP 12/1 – JSP 14/10
<b>Job Announcement No.:</b>	2024-43	<b>Salary Range:</b>	\$97,079 to \$177,341
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	June 4, 2024
<b>Position Title:</b>	Pro Se Law Clerk		

**The United States District Court, Northern District of Illinois, is now accepting applications for a Pro Se Law Clerk. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume, writing sample and provide two professional references. To apply, please see "Notice to Applicants" listed below.**

**\*This is a two-year term position that is eligible for renewal dependent on continued case filings.**

### **POSITION OVERVIEW**

The United States District Court for the Northern District of Illinois is seeking a Pro Se Law Clerk. The Pro Se Law Clerk principally provides legal research and assistance to the court in connection with prisoner petitions and complaints. Duties and responsibilities include screening prisoner complaints and motions; drafting appropriate recommendations and orders for the court's review; researching issues raised in complaints; keeping abreast of changes in prison law; advising appropriate court personnel on the status of particular cases; and sometimes attending court hearings. Primary duties involve analysis of procedural and substantive issues in pro se prisoner civil rights and habeas corpus cases. The incumbent will perform other duties as assigned by the Chief Judge.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

The applicant must be a law school graduate; must be a member of a state bar; and have at least one year of legal work experience after receipt of J.D. At least one year of legal experience as a law clerk to an Article III Federal Judge is preferred. Knowledge of constitutional law, particularly relating to prison litigation, is especially desirable. Applicants must possess excellent research, writing, and communication skills and must be able to work independently. Preference is given to applicants who have at least a two-year working knowledge of prisoner civil rights and habeas corpus law, and to those with federal law clerk experience.

### **COMPENSATION**

Compensation and classification level will be set based on legal experience after receipt of J.D. and Bar membership, qualifications, and salary history of the successful candidate. JSP Grade 12 requires one year of legal work experience; JSP grade 13 requires two years of legal work experience; and JSP Grade 14 requires three years of legal work experience.

### **EMPLOYEE BENEFITS**

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- Paid leave time for federal holidays, vacation, sick, and Parental Leave
- Medical, dental, vision insurance
- Access to an infant and toddler care near the Courthouse
- The Public Service Loan Forgiveness Program is available to full-time employees with qualifying student loans
- Life insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System
- Health, dependent care, and parking reimbursement programs
- Public Transit Subsidy Program
- Onsite employee gym
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

### **NOTICE TO APPLICANTS**

**Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume, writing sample and provide two professional references. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)**

**Due to the volume of applications received, the Courts will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.**

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Courts, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Courts requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the Courts are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

In order to be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":

- (a) May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
- (b) Must apply for citizenship within six months of becoming eligible; and
- (c) Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

**The Courts reserve the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**

### **INFORMATION ABOUT THE OFFICE LOCATION**

The office of the U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois is located in Chicago, Illinois. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL) and Red Stars (NWSL). Chicago is a major world finance center; the Federal Reserve Bank of Chicago, NYSE Chicago, the Chicago Board Options Exchange and the Chicago Mercantile Exchange are within blocks of the Courthouse. Chicago is also home to three international airports including O’Hare International Airport, among the busiest airports in the world.