

Career Opportunity Staff Attorney

Eastern District of Michigan

One Full-Time and One Part-Time position available

Classification: JSP-9 to JSP-14 (Based on Legal Work Experience)

Salary Range: \$51,576—\$136,628

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the U. S. District Court in Detroit, Michigan. The incumbent, under the supervision of the Executive Magistrate Judge, provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature related to these matters.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Maintains liaisons between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, which reflect 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 aid the Court in adjusting to new legislation 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.

QUALIFICATIONS

Required:

To qualify for the position of Staff Attorney, an individual must be a law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree). 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. (Bar membership required for appointment at JSP-12 or above).

Ability to analyze complex legal questions and problems, to conduct research of all available sources and provide proposed solutions based on that research, to apply existing or new principles in difficult, challenging or doubtful situations, to organize, plan, solve problems and work independently with little supervision, to work under pressure and to learn diverse procedures and the civil and criminal rules, to work cooperatively with others, including judicial officers, the public and colleagues, and proficiency in WordPerfect.

Skill in writing legal memoranda, opinions, orders, and other documents and in the oral presentation of complicated legal matters to judges.

*Announcement
Number: 10-08*

Posted: May 3, 2010

Closes: June 2, 2010



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 10-08 Staff Attorney

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QUALIFICATIONS (Continued)

Preferred:

At least two years experience in the practice of law or as a judicial law clerk, and with appellate or comparable research and writing experience.

Procedures For Applying

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page one by the close of business on Wednesday, June 2, 2010.

Please specify in your cover letter if you are interested in the full-time position, the part-time position, or both. Incomplete submissions may not be considered. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interviews will be contacted.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than one vacancy may be filled with this announcement.