

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA

INDIANAPOLIS DIVISION

VACANCY ANNOUNCEMENT

**Part-time Staff Attorney JSP 12-14**

**40 hours per biweekly pay period**

**Part-time Salary \$34,907-\$49,051**

*Starting salary commensurate with work experience, bar admission and prior pay history*

**Application Deadline: 5:00 pm, Friday, November 28, 2014, or until filled**

The United States District Court for the Southern District of Indiana is accepting applications for a part-time Staff Attorney, working 40 hours per biweekly pay period. The Staff Attorney is appointed by the Chief Judge, but performs duties and responsibilities for all District Judges, including legal research, substantial preparation of legal memoranda and drafting of proposed entries; screening of prisoner and inmate petitions and motions; reviewing complaints and petitions to determine issues involved and basis for relief; assisting judicial officers in conducting hearings, conferences, trials, and other proceedings; providing information regarding court proceedings to the public, the bar, and pro se litigants; assisting in case management of prisoner and pro se litigation; performing research; compiling statistics; preparing periodic reports reflecting the status and flow of cases; and providing information to other court personnel regarding pro se cases.

**MINIMUM QUALIFICATIONS**

Candidates must have the following minimum qualifications: (1) law school graduation in the top quarter of the graduating class (top 10% **preferred**); (2) law review/journal experience; (3) good character, maturity, and willingness to work long hours; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research, Windows, MS Word, and WordPerfect; (6) minimum of two years experience in the practice of law, in a judicial clerkship, or other comparable position demanding high quality legal writing and management of a heavy volume of cases; and (7) ability and willingness to work collegially with others.

**The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. All judicial employees are required to adhere to the Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States.**