

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION

Part-time Term Staff Attorney JSP 12-13 (starting \$38,681 - \$59,797)

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

Position Expires 09/30/21, but subject to renewal

Application Deadline: 4:00 pm (Eastern), Monday December 7, 2020

Employment will commence as soon as practicable

Applicants must be capable of working remotely

The United States District Court for the Southern District of Indiana is accepting applications for a part-time term Staff Attorney position. Staff Attorneys are appointed by the Chief District Judge, but perform duties and responsibilities for all District Judges, including legal research, substantial drafting of proposed entries; screening of prisoner civil rights complaints and habeas petitions; reviewing motions to determine issues involved and bases for relief; assisting judicial officers in conducting hearings, conferences, and trials; providing information regarding court proceedings to the public, the bar, and pro se litigants; providing case management of prisoner litigation; preparing periodic reports reflecting the status and flow of cases; and providing information to other court personnel regarding prisoner 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 and maturity; (4) excellent skills in research, case management, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research, Windows, and MS Word; (6) minimum of two years experience (five preferred) 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.

HOW TO APPLY

Qualified applicants should submit a résumé (including GPA and class rank, as well as day and evening telephone numbers); (2) a writing sample (no more than 10 pages); (3) a law school transcript; (4) a completed *AO 78 Application for Judicial Branch Federal Employment* (application form is accessible on the court website www.insd.uscourts.gov); (5) a list of at least three references with day and evening telephone numbers; and (6) a cover letter indicating why you are interested in this position. Please email all of these materials in a **single text-searchable PDF document** to: StaffAttorneyApp@insd.uscourts.gov and ensure that your name and the words "Staff Attorney" appear in the subject line of your email. Applications must be received before 4:00 pm (Eastern), Monday December 7, 2020. **Applications will be reviewed as they are received, and the positions may be filled prior to the Application Deadline. Faxed and mailed résumés will not be considered.**

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.