

UNITED STATES DISTRICT COURT
Southern District of Indiana
Indianapolis Division
Vacancy Announcement # 25-10

Position Title: **Staff Attorney**

Terms of Employment: Full-time, Excepted Service

Classification Level: JSP 12 -14 (depending on qualifications and experience)

Salary Range: \$89,447 - \$125,690

JSP Grade Level: JSP 12 \$89,447 - Maximum starting salary for first-time federal employees with 1 full-time year experience plus Bar Membership
JSP 13 \$106,365 – Salary for qualified applicant with 2 full-time years' legal experience plus Bar Membership
JSP 14 \$125,690 – Salary for qualified current/former federal employees with 2 years' federal experience plus Bar Membership

Position Location: United States District Court
46 East Ohio Street
Indianapolis, Indiana

Application Deadline: **4:00 pm (Eastern), June 5, 2025, or until filled**
Applications received after this deadline may be considered only if position remains unfilled.

The United States District Court for the Southern District of Indiana is accepting applications for full-time Staff Attorney positions (more than one position may be filled). The Staff Attorney is appointed by the Chief Judge, but performs 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. The staff attorney may also have an opportunity to work on death penalty habeas cases. This position is dependent on available funding.

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 one year's 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.

APPLICATION INSTRUCTIONS:

Qualified applicants should submit a cover letter, résumé, writing sample (no more than 10 pages), a law school transcript, 3 references, and a completed **AO 78 Application for Judicial Branch Federal Employment** (application form is on the court website www.insd.uscourts.gov) in PDF format 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 emailed before 4:00 pm (Eastern), Thursday June 5, 2025. **Applications will be reviewed as they are received, and the position may be filled prior to the Application Deadline.**

BENEFITS:

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of the employee's choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior government service
- Paid annual and sick leave and applicable paid holidays per year pro-rated for part time employment

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.