

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA

INDIANAPOLIS DIVISION

VACANCY ANNOUNCEMENT

Full-time Staff Attorney JSP 12-14 (starting \$73,922 - \$135,037)

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

Application Deadline: 4:00 pm (Eastern), Friday December 14, 2018

Employment will commence as soon as possible.

The United States District Court for the Southern District of Indiana is accepting applications for one full-time Staff Attorney position. 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.

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 three 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.

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.