



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

DATE: September 19, 2012
POSITION TITLE: Pro Se Paralegal (Half-time)
LOCATION: Oakland, California
SALARY: \$22,459 - \$40,223 (CL25 – CL26 based on qualifications and experience. If hired below CL26, promotion potential to CL26 without advertising or reposting).
CLOSING DATE: Open until filled

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 18 active and senior district judges and 11 full-time magistrate judges. The Clerk's Office consists of approximately 130 employees.

DUTIES AND RESPONSIBILITIES:

- Reviews all incoming documents from pro se prisoner litigants, including pleadings, motions, letters and appeals. Assigns a nature of suit code and a presiding judge to all new pro se prisoner cases in accordance with the court's assignment plan. Screens applications to proceed in forma pauperis (IFP) for completeness and accuracy, and prepares deficiency letters as need. Analyzes all initial pleadings to ensure that federal jurisdiction exists and that the pleadings conform to preconditions to suit and set forth allegations in support of claims for relief.
- Performs advanced case management, including reviewing and evaluating court practices and procedures on a systematic basis to ensure fair and efficient movement of cases to resolution. Tracks and monitors progress of all pro se prisoner cases, and generates appropriate case management reports to ensure pro se staff attorneys / law clerks are aware of all pending motions an events, as well as all missed deadlines. Generates and reviews case management reports to track and monitor daily filing in pro se prisoner cases.
- Creates and updates contact lists and form templates for responding to routine inquires and requests. Maintains pro se department library and case files.
- Conducts legal research using Westlaw or Lexis and the court's internal database of legal summaries of pertinent prisoner civil rights and habeas law (blurbs). Maintains the court's blurbs.
- Proofreads and cite checks substantive proposed orders drafted by the pro se staff attorneys / law clerk as requested.

- Prepares monthly reports and other statistical reports on prisoner case filings.
- Provides other paralegal and administrative support to pro se staff attorneys / law clerks as needed or assigned.
- Drafts proposed orders and letters in response to inquiries and non-dispositive motions in pro se prisoner cases, exercising professional judgment and care. Responses and / or actions include:
 - Performing triage for all incoming pro se prisoner filings.
 - Preparing deficiency letters regarding inadequate complaint or petition.
 - Preparing deficiency letters regarding missing or incomplete IFP applications.
 - Checking new prisoner case against online three-strikes database and other lists.
 - Determining whether prisoner meets PLRA IFP qualifications, calculating initial filing fees and drafting proposed IFP orders.
 - Drafting response letters to inquiries regarding IFP status and payments.
 - Drafting response letters to miscellaneous requests such as status of case, copies, advice, etc.
 - Monitoring service of process and trouble-shooting service problems by contacting and working with marshal's office, prison litigation coordinators and state attorney general's and city / county counsel's office.
 - Drafting proposed orders of transfer for improver venue.
 - Drafting proposed orders on motions for extensions of time.
 - Drafting proposed orders on motions for appointment of counsel.
 - Preparing case referrals for appointment of counsel.

MINIMUM QUALIFICATIONS:

The successful applicant must have three years specialized experience, including at least one year equivalent to work at the CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at the CL-24.

Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit

firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who have:

- A bachelor's degree.
- Two or more years of experience in a legal setting.
- Proven research and writing skills.
- Proven analytical reasoning skills.
- Ability to meet and communicate effectively with a variety of people.
- Skill in using applicable automated systems.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Experience with current versions of WordPerfect, Lotus Notes, Microsoft Word and Windows.
- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities, work with limited supervision, and skill in dealing with others in person-to-person work relationships.
- Prior federal court experience.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:

United States District Court
Attn: Human Resources (FY12-13)
450 Golden Gate Avenue
San Francisco, CA 94102
Or email to: hr@cand.uscourts.gov

INFORMATION FOR APPLICANTS: The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.