



United States District Court Eastern District of New York

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Vacancy Announcement #24-04/PROSEPARA

Position: Pro Se Paralegal
Location: Central Islip Courthouse - 100 Federal Plaza
Position Type: Full-Time Permanent
Salary Range: CL 24/1 - 24/24 (\$51,003 - \$63,250)
Opening Date: Friday, May 3, 2024
Closing Date: Friday, May 17, 2024

Position Summary:

The Pro Se Paralegal provides procedural information and forms to Pro Se litigants seeking to initiate a case and responds to requests for information about cases pending before the court. The incumbent also assists the Pro Se Staff Attorney, and performs other related paralegal duties as assigned. The position may include training for work in the courtroom, providing experience performing clerical and administrative support to judges.

Duties and Responsibilities:

Processes all prisoner petitions and complaints, including state habeas corpus petitions, motion to vacate sentences, and civil rights complaints; other pro se complaints, such as those dealing with social security and equal employment opportunity.

Reviews and records all correspondence relating to such petitions and complaints for the requirements of federal and local procedural rules, forms, payment of fees, and services. Corresponds by telephone, mail, and in person at the Long Island Courthouse with petitioners notifying them of documents that do not conform to the statutes or rules, with instructions for compliance; and supplies litigants with appropriate forms, documents and instructions as required. Responds to questions related to court practices.

Prepares case records and forwards along with filing fees to the Intake Section for processing. Forwards complaints, petitions, and pleadings to the assigned judge or magistrate judge as necessary.

Reviews civil dockets and files for the timely notation of default, and when appropriate, the entry of a clerical default judgment.

Monitors deadlines, prioritizes tasks, and determines need for review by the Pro Se Staff Attorney, or forwards to chambers as appropriate. Prepares necessary documents and forms. Proofreads documents before submission to the staff attorney or chambers. Organizes correspondence related to cases, dockets motions and performs other related actions. Compiles and arranges information and data and prepares required periodic reports regarding court and non-court activities.

Maintains the Clerk's Office's pro se information, storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents. Maintains liaison with State Attorney General's staff, prison authorities, and other agencies concerning prisoner complaints and petitions.

Prepares civil judgments for review and signature by the Pro Se Staff Attorney, or the Clerk of Court. Prepares statistical reports as required.

Assists with the assignment of civil cases to volunteer Civil Pro Bono Panel counsel and performs related recordkeeping including scanning documents onto the district's Pro Bono website.

Performs other duties as assigned.

Qualifications:

Possession of a high school diploma is required. A minimum of one year of specialized experience is required for the minimum salary; possession of an undergraduate degree in a related field, such as paralegal studies, pre-law or criminal justice, or other college degree and a current paralegal certificate is preferred; **the incumbent must possess excellent communication, organizational and interpersonal skills. Efficient, professional, and courteous interaction with the public, co-workers, and all court agency staff and chambers personnel is essential and expected.** The successful candidate must be able to exercise mature judgment and prioritize a large volume of work.

Specialized Experience: Progressively responsible experience requiring the regular and recurring application of case management procedures; the selective use of computer skills; use of specialized terminology; and, demonstrated ability to apply a body of rules, regulations, directives, or laws as might be found in a law, real estate, insurance, HR/payroll office or a Clerk's Office of a Federal, State or local court.

Benefits:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Participation in Federal Employees Retirement System Credit Union Participation
- Health, Dependent & Commuter Reimbursement Programs (optional)
- Fitness Center Membership (fee req'd, optional)
- Thrift Savings Plan (401k style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)

Applicant Information:

All applicants must be U.S. Citizens. The selectee considered for this position is required to complete a criminal background check. The appointment is provisional, and retention is contingent upon a favorable suitability determination of the background check and completing a one (1) year probationary period. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

How to apply:

Interested applicants should submit the following (include vacancy announcement number) **in one PDF document** to the court's employment application box: <https://edny.app.box.com/f/2c10b902362a46c98c1fd57cbcd7cc6>

1. Letter of interest (cover letter);
2. Resume;
3. Completed [Application for Judicial Branch Federal Employment, form AO78](#). Located on the **(Do not complete questions 18-20, see Background Information below)**

Address your cover letter to:

**Attn: Jeffery Howell, Human Resources Manager
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

Background Information:

You do not have to complete questions 18-20 on the Application for Judicial Branch Federal Employment (AO78). Initial appointment of the successful applicant is provisional pending the required fingerprint and criminal background check once an offer of employment is made. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The U.S. District Court is an Equal Opportunity Employer.