



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
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Oakland, CA 94612

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San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Pro Se Paralegal (Half-time) (FY19-11)

Classification Level: CL-25/26

Salary Range: \$24,425 - \$43,737; Depending upon Experience and Qualifications

Location: San Jose, CA

Opening Date: April 2, 2019

Closing Date: Open until filled

### POSITION OVERVIEW

The pro se paralegal assists the court by performing critical and sometimes complex duties needed in effective management and processing of civil cases filed by prisoners who are representing themselves. The pro se paralegal reports to the court's supervising staff attorney and works closely with all of the court's staff attorneys / law clerks.

### 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 staff attorneys / law clerks are aware of all pending motions and 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 inquiries 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 legal blurbs.
- Proofreads and cite checks substantive proposed orders drafted by the staff attorneys / law clerk as requested.
- Prepares monthly reports and other statistical reports on prisoner case filings.
- Provides other paralegal and administrative support to 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 improper 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.
- Other duties as assigned.

## **QUALIFICATIONS**

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### **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 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.

## COMPENSATION AND BENEFITS

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the CPS Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

## INFORMATION FOR APPLICANTS

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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.

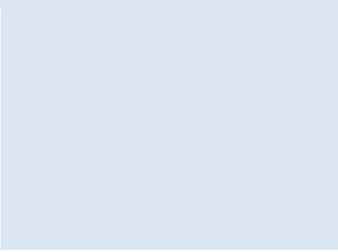
Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.

## APPLICATION PROCEDURE

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**Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references.**

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.



Applications will be considered complete when the online application and all required attachments, in appropriate format, are received by the Human Resources Unit.