VACANCY ANNOUNCEMENT
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY
100 State Street, Rochester, NY
Website: www.nywd.uscourts.gov

Position: Pro Se Law Clerk (Full-Time)
Two Positions Available

Vacancy: 26-12

Duty Station: Buffalo or Rochester, New York
Full-time telework from anywhere in the United States may be available.

Salary: JSP Grade 11-14, $75,202 - $170,987

Overview

The United States District Court for the Western District of New York is seeking two full-time Pro Se Law Clerks to provide legal support in prisoner civil rights, habeas corpus cases, and other civil cases. Pro Se Law Clerks may work on cases assigned in both Court locations.

The successful candidates must be proficient in legal research and writing, able to maintain a high level of attention to detail, and capable of producing quality work in an efficient and timely manner.

Representative Duties and Responsibilities

- Assist the Court in carrying out its statutory obligations under 28 U.S.C. § 1915(e)(2) and § 1915A to screen civil complaints filed by incarcerated litigants and those with *in forma pauperis* status.
- Provide general support to the Court in handling the civil *pro se* docket, including complaints brought under 42 U.S.C. § 1983 and petitions for writs of habeas corpus.
- Maintain an active caseload independently.
- Prepare periodic reports, as required, that reflect the status and flow of cases. Identify problem areas, make recommendations, and offer solutions, as required by the Court, Administrative Office, and other officials.
- Keep abreast of changes in the law in prisoner litigation.
- Provide information and guidance to the Court and other staff working on prisoner litigation.
- Other duties as assigned.

How to Apply

Please apply for the position directly using the court's online system. All application materials, including your cover letter, resumé, and application should be submitted through the online system. The online system is also accessible via the court's website https://www.nywd.uscourts.gov/employment-opportunities.

Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Position Available: 10/01/2026 through 12/31/2028 or as long as funding permits.

Application Deadline: Until filled.

District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of seven United States District Judges, seven United States Magistrate Judges, and approximately 100 employees.

Requirements

Eligible candidates must have graduated from an ABA-accredited law school and be admitted to the bar. Strong academic credentials, excellent research and writing skills, the ability to work independently, and superior analytical ability is required. Legal experience in one or more of the following areas will be favorably considered: constitutional, civil rights, and/or habeas corpus law. Litigation experience preferred. Applicants must be computer literate. The successful candidate must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

Organizational Relationship

The Pro Se Law Clerks report to Matthew Yusick, Supervisory Pro Se Staff Attorney, and ultimately Chief United States District Judge Elizabeth A. Wolford.

Benefits

Click HERE to learn more about the Judiciary's benefits.

Background Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, social media inquiry, and a favorable suitability determination.

Applicant Information

Employees must adhere to a Code of Conduct. The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court for the Western District of New York is an Equal Opportunity Employer.