

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF ALABAMA

Vacancy Announcement

Vacancy 12-01

Death Penalty Law Clerk

Permanent Part-time Position

Judicial Salary Plan Grade: 11-14

Starting Salary: \$28,704

Starting grade and salary dependent upon experience and qualifications

Open to All Applicants

Open Date: 01/11/2012

Closing Date: 01/31/2012

The U.S. District Court of Alabama Middle is accepting applications for the position of part-time Death Penalty Law Clerk. This position is located in Montgomery, AL. The work schedule for this position is 40 hours every two (2) weeks.

REPRESENTATIVE DUTIES

- Make summary entries of documents and proceedings. Receive and docket terminating documents.
- Perform case management activities as well as conduct substantive reviews of all state death penalty habeas corpus petitions or motions to vacate federal death sentences.
- Perform legal research and prepare recommendations to the Court in regards to stays of execution, jurisdiction, scheduling, exhaustion of remedies, discovery, motions for evidentiary hearing, disposition on the merits and certificates of appealability.
- Draft appropriate recommendations, opinions, orders and correspondence for the Court.
- Evaluate and determine that petitions and pleadings meet the requirements of federal and local procedural rules, form, payment of fees, and service. Return those documents that do not conform to the statutes or rules, with instructions for necessary correction or compliance.
- Communicate with counsel for petitioners regarding procedural requirements, supplying them with appropriate forms, documents and instructions as required, and performs similar work as assigned by the court.
- Inform the Court as to filing of death penalty cases and execution dates.
- Perform other duties as assigned.

QUALIFICATIONS

All candidates must be a law school graduate, and must have a thorough knowledge of the law and legal procedures. Skill in writing legal memoranda, opinions, orders, and other documents is required. Skill in the oral presentation of complicated legal matters to judges is required.

The successful candidate should demonstrate:

- Excellent organizational skills and experience handling multiple tasks and projects.
- Strong verbal and written communication skills and the ability to work effectively with a variety of people either in person or on the phone.
- Ability to work without supervision.
- Previous experience working in Microsoft Office and familiarity with WordPerfect.
- Ability to work with strict deadlines and in fast paced environment.

ADDITIONAL INFORMATION

- Only qualified applicants will be considered for this position.
- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense.
- A background investigation with law enforcement agencies, including fingerprint and criminal record check, will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of investigation. Unsatisfactory results may result in termination of employment.
- Employees of the US District Court are “At Will” employees and are subject to a one year probationary period. Employees must adhere to the Code of Conduct for Judicial Employees.
- Payment of salary is subject to the mandatory electronic fund transfer (direct deposit) to a financial institution.
- **Incomplete or late submissions will not be considered.**

HOW TO APPLY

To apply, qualified applicants should submit a cover letter summarizing related skills and interest for this position along with an Application for Federal Judicial Employment (the application, form AO 78, and a summary of Federal Judiciary benefits can be located at <http://www.uscourts.gov/careers/> via email to webmaster@almd.uscourts.gov or by regular mail to:

Human Resources 12-01
US District Court
PO Box 711
Montgomery, AL 36101

This Court is an Equal Opportunity / EDR Employer