

POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ALABAMA

POSITION TITLE: Death Penalty Law Clerk
DUTY STATION: Birmingham, Alabama
SALARY RANGE: JSP 11 (\$62,290) - JSP 14 (\$104,912)
OPENING DATE: November 21, 2019 (anticipated start date January 2020)
CLOSING DATE: Open until filled

The starting salary is dependent upon experience and qualifications. The Chief Judge is the appointing authority for the Death Penalty Law Clerk position, however, supervisory authority is delegated to the Chief U. S. Magistrate Judge. The Death Penalty Law Clerk will work with various judges throughout the district to whom the death penalty cases are assigned.

POSITION OVERVIEW: Performs substantive screening of federal habeas corpus petitions dealing with state court death penalty cases. Informs the court as to filing of death penalty cases and execution dates. Reviews motions for appointment of counsel, helps the Court identify and appoint competent counsel for indigent petitioners, and reviews and advises the Court on all non-dispositive motions. Performs legal research and drafts appropriate recommendations and orders for the Court's signature in regards to motions for stays of execution, jurisdiction, scheduling, exhaustion of remedies, discovery, motions for evidentiary hearing, disposition on the merits and certificates of probable cause. Communicates with counsel for petitioners and the State, reviews state court records, researches applicable law, and prepares all necessary orders, including case-dispositive memorandum opinions, and orders disposing of post-judgment matters such as Certificates of Appealability. There will also be work that is not related to a specific case such as coordination of the court's cases, general research, and general consultations regarding the district's cases or procedures with other government agencies. Maintains liaison between the Court and litigants; corresponds with other court officials. Evaluates procedures. Compiles statistics and prepares periodic reports which reflect the status and flow of cases, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps informed of changes in the law to aid the Court in adjusting to new legislation. Provides information, guidance, and advice to judges, magistrates and other personnel. Performs other duties as assigned.

QUALIFICATION STANDARDS: Must be a law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree), and must have the following experience:

<u>JSP Grade</u>	<u>Legal Experience</u>	<u>Bar Membership Required</u>
11	0	no
12	1	yes
13	2	yes
14	3	yes

(Please note that appointment to JSP 12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.)

LEGAL WORK EXPERIENCE: Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

APPLICATION PROCEDURE: Qualified persons are invited to submit a resume or AO-78 Application for Judicial Branch Federal Employment (available at <http://www.alnd.uscourts.gov>) to: Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203. Attention: Personnel

This position is subject to mandatory direct deposit of net pay.

The selected candidate will be subject to fingerprinting and an FBI background check as a condition of employment.

BENEFITS:

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. These include:

- 13 days paid vacation per year, increasing after three and fifteen years of employment
- 13 days paid sick leave per year
- 10 paid federal holidays per year
- Choice of medical, dental and vision insurance from a variety of plans
- Group life, long term disability, and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care.
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching)
- Participation in the Federal Employees Retirement System

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Incomplete submissions will not be considered.

EQUAL OPPORTUNITY EMPLOYER