

CAPITAL HABEAS LAW CLERK

Salary Range: \$25,998 (JSP 9) - \$37,702 (JSP 12)
(depending upon qualifications)

The United States District Court for the Northern District of Indiana is currently accepting applications for a Capital Habeas Law Clerk. This position is located in the Federal Courthouse in Hammond, Indiana and is part-time (20 hours per week) with a maximum term of six months but no later than September 30, 2012.

THE POSITION

The incumbent will assist federal district judges in processing habeas corpus petitions in capital cases. Responsibilities of the position include, but are not limited to, conducting research as well as drafting orders and opinions for the court.

QUALIFICATIONS

Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. Prior law clerk experience strongly preferred. A degree from a law school of recognized standing (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) is considered qualifying for JSP-9. Class ranking in the top 15% is required. Applicants must be United States citizens or eligible to work in the United States.

THE SELECTION PROCESS

The best qualified applicants will be invited for a personal interview. Travel and relocation expenses will not be reimbursed. Final candidates are subject to a background check.

HOW TO APPLY

Submit a cover letter, resume, [Application Form AO 78](#), brief writing sample, copy of transcript and three letters of reference to:

PERSONNEL/CONFIDENTIAL
Chief Judge
United States District Court, Northern District of Indiana
5400 Federal Plaza, Suite 4400
Hammond, Indiana 46320

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, any of which actions may occur without any prior written or other notice.

APPLICATION DEADLINE: Close of business March 15 or until filled. Application packets accepted by mail or e-mail at simon_chambers@innd.uscourts.gov

The United States Court for the Northern District of Indiana website is www.innd.uscourts.gov

This position is subject to mandatory electronic funds transfer participation for payment of net pay. The U.S. District Court is an Equal Opportunity Employer.