

**UNITED STATES DISTRICT COURT**  
MIDDLE DISTRICT OF ALABAMA

**Vacancy Announcement**

Vacancy 13-01

**Death Penalty Law Clerk**

Permanent Full-time Position

Judicial Salary Plan Grade: 11-14

Starting Salary: \$57,408.00

Starting grade and salary dependent upon experience and qualifications

**Open to All Applicants**

Open Date: 01/3/2013 Closing Date: 02/4/2013

The U.S. District Court of the Middle District of Alabama is accepting applications for the position of full-time Death Penalty Law Clerk. This position is located in Montgomery, AL; however, the court will also consider experienced non-resident applicants who can perform the job through approved teleworking, with some in-district attendance. The work schedule for this position is 40 hours every week.

**REPRESENTATIVE DUTIES**

- Review, calendar, and manage all state death penalty habeas corpus petitions and motions to vacate federal death sentences.
- Determine whether 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 compliance.
- Communicate with counsel for petitioners regarding procedural requirements, supplying them with appropriate forms, documents and instructions as required.
- Perform legal research and prepare recommendations to the Court relating 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.
- Regularly inform the Court as to the status of death penalty cases and execution dates.
- Perform other duties as assigned, which may include work on other habeas, pro se civil cases, prisoner cases, or Social Security litigation.

**QUALIFICATIONS**

All candidates must be law school graduates, 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 in person, by email, and on the phone.
- Ability to work without supervision.
- Experience with Microsoft Office, WordPerfect, Westlaw or Lexis, or equivalent.
- Ability to work with strict deadlines and in a 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 by 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 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 interest and related skills for this position, writing sample, law school transcript, and a completed 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](mailto:webmaster@almd.uscourts.gov) or by regular mail to:

Human Resources 13-01  
US District Court  
PO Box 711  
Montgomery, AL 36101

This Court is an Equal Opportunity / EDR Employer