



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: DEATH PENALTY LAW CLERK
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 18-DSC-15
OPENING DATE: JUNE 27, 2018
CLOSING DATE: OPEN UNTIL FILLED
APPOINTMENT: PART TIME
JOB CLASSIFICATION/GRADE: JSP-11 / JSP-14
SALARY RANGE: \$30,609 (JSP-11) TO \$67,019 (JSP-14)
(DEPENDENT ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the part-time position of **Death Penalty Law Clerk**. The continuation of this position is subject to the Fifth Circuit annual allocation of death penalty/pro se law clerk positions issued by the Administrative Office.

The position involves working directly with judges on managing death penalty, prisoner civil rights and habeas corpus cases. Duties include writing draft orders and managing pro se cases. The death penalty law clerk independently conducts legal research, reviews case records/filings, drafts proposed opinions and orders, makes recommendations to the court, and provides information to litigants and attorneys. In addition, the death penalty law clerk works closely with judges assisting with various pretrial conferences and trials.

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.

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. Applicants with Death Penalty case experience is preferred.

The successful candidate should also 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.

To qualify for the position of **Death Penalty Law Clerk**, a person must be a graduate of an American Bar Association or Association of American accredited law school, and have demonstrated **at least one** of the following accomplishments or proficiencies:

- a. Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools **or**;
- b. Experience on the editorial board of a law review of such a school **or**;
- c. Graduation from such a school with an LLM degree **or**;
- d. Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:
 1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
 2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 3. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 4. Participation in the legal aid or other law school clinical program sanctioned by the law school;*
or;
 5. Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).*(*To receive credit, participation and experience could not have been for academic credit.)

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. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. Please note that appointment to JSP-12 or JSP-13 requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14**	3	Yes

*Two years of federal chambers law clerk, staff attorney, bankruptcy appellate panel law clerk, pro se law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14

BENEFITS * **ELIGIBILITY FOR BENEFITS VARIES WITH PART-TIME AND/OR TEMPORARY APPOINTMENTS***

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Qualified persons may submit: detailed cover letter, resume, writing sample (10 to 25 pages), undergraduate and law school transcripts, and three references by email to HRAdminLC@laed.uscourts.gov, online at www.oscar.uscourts.gov, or by mail to the Honorable Nannette Jolivet Brown, Chief Judge, United States District Court Eastern District of Louisiana, 500 Poydras Street, Room C205, New Orleans, Louisiana 70130.

DISCLOSURES:

Due to the volume of applications received, the Court may communicate only with those selected for an interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Travel and relocation expenses will not be paid.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer