

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT
DEATH PENALTY LAW CLERK

Position Title: Death Penalty Law Clerk, Part-Time Position
Vacancy Number: 24-06
Location: Tallahassee, Pensacola, or Gainesville, Florida
Available: Immediately, Open Until Filled
Salary Range: JSP 11-14 (\$36,277 - \$79,430) Based on 20 hours per week
** Starting salary commensurate with experience and qualifications*

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking highly qualified applicants for a part-time death penalty law clerk position (20 hours per week). The death penalty law clerk assists the Court with the review and management of state death penalty habeas corpus petitions, motions to vacate federal death sentences, and prisoner civil rights cases.

Funding for this position is reviewed annually and is based on case filings.

The position will be filled in either the Tallahassee, Pensacola, or Gainesville divisional office. Telework may be considered in exceptional circumstances.

REPRESENTATIVE DUTIES

- Review, calendar, and manage death penalty litigation and assigned prisoner rights cases;
- Substantively screen petitions and complaints, monitor dockets to assure the timely progress of cases, review case filings and trial court records;
- Perform legal research and analysis, keep abreast of developments in applicable capital habeas law;
- Prepare appropriate recommendations, draft orders, legal memoranda, and correspondence;
- Communicate about cases with other courts, state and federal agencies, counsel, and *pro se* litigants;
- Provide information and guidance to judges and court staff on legal issues unique to capital habeas and prisoner rights cases;
- Compile statistics and prepare periodic reports to reflect the status of cases; and
- Perform other duties as assigned.

QUALIFICATIONS

Qualified candidates must be a law school graduate from a law school of recognized standing and have:

- Demonstrated one of the four the following accomplishments or proficiencies:
 - 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,
 - Experience on the editorial board of a law review of such a school,
 - Graduation with Master of Law (LLM) degree, or
 - Proficiency in legal studies that in the opinion of the appointing judge, is the equivalent of one of the above;
- Excellent organizational skills and experience handling multiple tasks and projects;
- Demonstrated legal research, analytical, and writing abilities;
- Strong verbal communication skills in the presentation of complex legal matters;
- Ability to work effectively with a wide range of individuals; and
- Maturity, good judgment, and high ethical standards.

PREFERRED QUALIFICATIONS

- Prior experience as a pro se or death penalty law clerk;
- Prior legal experience handling death penalty or prisoner (*e.g.*, capital defender office), civil rights, habeas corpus, social security disability, or criminal appeals litigation;
- Working knowledge and understanding of federal habeas corpus law;
- Standing within the upper third of their law school class; and
- Experience on the editorial board of a law review.

SALARY CLASSIFICATION AND LEGAL WORK EXPERIENCE

Legal work experience is progressively responsible experience in the practice of law, 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 from law school.

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

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are “at will” employees and are required to adhere to a [*Code of Conduct for Judicial Employees*](#), which is available for review on the Court’s website at www.flnd.uscourts.gov.

Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan. The federal judiciary offers generous benefits including paid vacation; sick leave; 11 paid holidays; and optional participation in federal employees’ health benefits, supplemental dental and vision insurance, federal employees’ group life insurance, long term care insurance, flexible benefit programs, retirement plan, and a portable savings

plan with matching employer contributions. The selected candidate will be subject to a background check and employment is provisional until a suitability determination is complete.

APPLICANT INFORMATION

The hours and schedule for this position will be determined once a candidate is selected. Current part-time pro se or death penalty law clerks from other districts who may wish to increase their hours are encouraged to apply and will be considered. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Qualified applicants should submit a cover letter stating the divisional office locations for which they are applying, resume including salary history, 3 professional references, an unedited writing sample of no more than 10 pages, and a completed application form AO-0078 (available at www.flnd.uscourts.gov) by mail to the following address:

Attn: DPLC Vacancy Announcement 24-06
U.S. District Court for the Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

Applications and additional materials may also be submitted by email to: careers_flnd@flnd.uscourts.gov ([careers flnd@flnd.uscourts.gov](mailto:careers_flnd@flnd.uscourts.gov))

To receive first consideration, the application must be received by close of business, Friday, April 26, 2024. The position is open until filled.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER