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**CAREER OPPORTUNITY**

**UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

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**ANNOUNCEMENT NO.: 04-02**

**DATE: May 17, 2004**

**POSITION TITLE: Death Penalty Law Clerk**

**SUBMIT RESUMES TO:**

**NO. OF VACANCIES: One (Part-time\*)**

**Clerk of Court**

**\*20hrs. per week, maximum 40 hrs. per pay period**

**U.S. District Court**

**242 Federal Building**

**Memphis, TN 38103**

**CLOSING DATE: June 11, 2004**

**ATTN: Personnel Specialist**

**[www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov)**

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**NOTICE OF VACANCY**

**DUTY STATION:** This position is assigned to a Memphis, Tennessee duty station but serves habeas cases and pro se related needs of the court district-wide.

**POSITION OVERVIEW:** The incumbent provides legal advice and assistance to the court in connection with substantive law and procedural issues that arise in capital habeas corpus cases, pro se litigation, prisoner petitions and complaints. This position will be appointed and supervised by the chief district judge who may delegate this authority to another judicial officer or the clerk, as deemed appropriate.

A death penalty law clerk's duties and responsibilities include:

1. Substantive screening after filing of all prisoner petitions and motions, including state and federal habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafting appropriate recommendations and orders for the district judges.
2. Reviewing all capital habeas cases, pro se complaints, petitions, and pleadings filed to determine issues involved and basis for relief.
3. Researching, as required, to assist the court in preparing opinions in capital habeas cases and pro se matters.
4. Maintaining liaison between the court and litigants. Corresponding with other officials, such as the U.S. Attorney, as required.
5. Evaluating present procedures to determine new innovations for increasing the effectiveness in handling habeas cases, pro se complaints, petitions, and pleadings. Reviewing the docket of pending prisoner litigation to insure the proper progress of such cases, and advising the court of where the court's action is appropriate for prompt case disposition.
6. Compiling statistics and preparing periodic reports, as required, reflective of the status and flow of capital habeas and pro se cases. Identifying problem areas, making recommendations and offering solutions, as required by the court, Administrative Office, and other officials.

7. Keeping abreast of changes in the law to aid the court in modifying positions to comport with new legislation in the capital habeas and pro se areas.
8. Providing information, guidance, and advice to judges, magistrates judges, and other personnel. Advising appropriate personnel of the status of particular cases.
9. Other duties as assigned.

## QUALIFICATIONS

Applicants must be a law school graduate and must have the following experience:

### QUALIFICATIONS

<u>Compensation Levels</u>	<u>Years of Legal Work Experience</u>	<u>Bar Membership Required</u>	<u>Salary Range for part-time position Per Annum (10 In Grade Steps)</u>
JSP 11/1	1	no	\$24,473 - \$31,814
JSP 12/1	2	yes	\$29,332 - \$38,130
JSP 13/1	3	yes	\$34,881 - \$45,346
JSP 14/1	4	yes	\$41,219- \$53,585

**NOTE:** For **grade 13**, one year of service must have been spent in the federal court system as a law clerk to a judge or magistrate judge, pro se law clerk, or staff attorney at the grade 12 level. For **grade 14**, two years of service must have been spent in the federal court system as a law clerk to a federal judge or magistrate judge, pro se law clerk, or staff attorney, one year of which must have been spent at the grade 13 level. If an individual meets one of the special criteria described under **Educational Substitutions** as set forth below, one year of education may be substituted for one year of legal work experience.

### 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.

### Educational Requirement/Substitutions

Graduation (or the certified completion of all law school studies and requirements while merely awaiting conferment of degree) and standing within the upper third of the class from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above, is considered qualifying for **grade 11**. The following are examples of criteria which are considered to be acceptable as equivalent:

- (1) Publication of a noteworthy article in a law school student publication or other scholarly publication; or
- (2) Special high-level honors for academic excellence in law school, such as election to Order of the Coif; or

- (3) Winning a moot court competition or membership on a moot court team which represents a law school in competition with other law schools; or
- (4) Participation in legal aid or other law school clinical program sanctioned by the law school, provided such participation and experience were not for academic credit.
- (5) Summer experience as a law clerk to a state or municipal judge, or law clerk experience on a continuous basis (either full or part-time) in a private firm while attending school, i.e., "working one's way through college," provided that such participation and experience were not for academic credit.

NOTE: Crediting of Bar Examination Preparation Course

In crediting work experience subsequent to graduation from law school, the Administrative Office of the United States Courts will credit as work experience time in bar preparation courses, to a maximum of six weeks. This credit presumes full-time study in such a preparatory course. Part-time study while engaged in full-time employment is not counted.

**APPRENTICESHIP: This is an "AT WILL" appointment. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.**

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The United States District Court for the Western District of Tennessee is a federal trial court with jurisdiction over 22 counties in the western part of the state, all but two of which are located between the Tennessee and the Mississippi Rivers. The district is divided into two divisions; the Western Division, located in Memphis, the District's headquarters, and the Eastern Division, located in Jackson, Tennessee.

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**INTERESTED PARTIES MUST SUBMIT RESUME AND LETTER OF INTEREST  
TO THE PERSONNEL SPECIALIST FOR CONSIDERATION PRIOR TO  
CLOSE OF BUSINESS ON THE CLOSING DATE.  
THE UNITED STATES IS AN EQUAL OPPORTUNITY EMPLOYER  
SUCCESSFUL APPLICANTS ARE SUBJECT TO AN NCIC RECORDS CHECK**