

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Death Penalty Law Clerk #18-27
Location: Dallas, Texas
Closing Date: Open until filled
Starting Salary/Range: \$65,479 - \$143,367 (JSP 11-14)*

*Depending upon qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for a Death Penalty Law Clerk. The incumbent will be assigned to assist federal district and magistrate judges in the post conviction habeas corpus review of state death penalty cases and the review of motions to vacate federal death sentences. Responsibilities include, but are not limited to, conducting research, performing substantive screening, and drafting appropriate recommendations and orders.

QUALIFICATIONS:

To qualify, the incumbent must be a law school graduate and licensed to practice law. Experience with death penalty cases is preferred. The applicant must possess strong organizational, analytical, and verbal and written communication skills. Experience with Microsoft Office, WordPerfect, Westlaw or Lexis, or equivalent is required.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations.

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate must successfully pass a background investigation performed by law enforcement agencies, which will include FBI fingerprinting and credit check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #18-27

U.S. District Court - Northern District of Texas

1100 Commerce Street, Room 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #18-27 will not be considered

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Positions in the U.S. District Court are "at will" and are subject to funding availability. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.