



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

VACANCY NUMBER: **DPLC 21-14E**
POSITION TITLE: Death Penalty Law Clerk
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: \$118,360 - \$153,866 Annually
(JSP 14, based on qualifications, experience, and/or current grade)
OPENING DATE: July 6, 2021
CLOSING DATE: Open Until Filled

POSITION OVERVIEW: The United States District Court for the Eastern District of Pennsylvania is seeking a qualified candidate for the position of full-time Death Penalty Law Clerk (40 hours/week). Generally, the Death Penalty Law Clerk's work focuses on managing the Court's death penalty docket, assisting with habeas corpus cases, and working collaboratively with the Court's pro se law clerks.

Duties include, but are not limited to, making recommendations to district judges relating to death penalty docket management and working collaboratively with chambers in drafting opinions and orders in the Court's death penalty cases. The Death Penalty Law Clerk independently conducts legal research and prepares recommendations to the Court on a variety of issues arising in habeas corpus petitions, reviews motions to reopen judgment and drafts initial orders in habeas corpus cases.

The Death Penalty Law Clerk will keep abreast of changes in the law to aid the Court in adjusting to new case law and legislation and will review the docket of pending habeas litigation to assure the proper progress of such cases. This position also involves compiling statistics and preparing periodic reports which reflect the status and flow of cases. In addition, the position may include other case related duties, as assigned.

MINIMUM QUALIFICATIONS:

- Substantial experience, by education or practice, in federal habeas law
- Law school graduate from a law school of recognized standing **and** one of 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 from such a school with a LLM degree; or
 - Proficiency in legal studies that, in the opinion of the Board of Judges, is the equivalent of one of the above.
- Bar membership in a state or territory

- At least three years of legal work experience (progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience after graduation from law school)
- Excellent research, writing, and analytical skills
- Proficient in computer assisted research and Microsoft Word
- High ethical standards and a positive work attitude

DESIRABLE QUALIFICATIONS:

- Prior state or federal clerkship, or experience working in state or federal courts
- Excellent interpersonal skills and the ability to manage priorities with limited supervision
- Proficiency in Excel

CONDITIONS OF EMPLOYMENT: Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Electronic Funds Transfer (direct deposit) for payroll deposit is required. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens. The United States District Court for the Eastern District of Pennsylvania is an Equal Opportunity Employer.

BENEFITS: Employees of the Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY: Qualified applicants must submit the following: (1) a cover letter; (2) a resume; (3) a brief writing sample not to exceed ten pages; (4) a law school transcript; and (5) a list of at least three references, with current contact information.

Completed applications in a single pdf may be emailed to Human Resources at:

paedhumanresources@paed.uscourts.gov

Incomplete applications will not be considered. Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the Court to inquire about this position. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary.