



**Fresno, California**  
[www.caed.uscourts.gov](http://www.caed.uscourts.gov)

**Position Details**

**Job Grade: JSP 11-14**  
**Full Salary Range: \$57,982 – \$126,949**

**Closing Date: 8/1/2014**

**How to Apply:**

Applicants must submit materials electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting is listed under the account of Magistrate Judge Stanley A. Boone.

**Applicants must provide:**

- 1) An introductory cover letter addressed to Magistrate Judge Stanley A. Boone, U.S. District Court, 2500 Tulare Street #1501, Fresno, CA 93721
- 2) A chronological resume
- 3) A writing sample (no more than 10 pages in length)
- 4) A copy of law school transcript
- 5) A list of at least 3 professional references

**Benefits:**

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Flexible Spending Account
- Life Insurance
- On Site Gym
- Parking Space

For more information about benefits visit: [USCourts.gov](http://USCourts.gov)

The court is accepting applications for a full-time death penalty law clerk position in our Fresno office. The position is funded through December 31, 2015. Continuation beyond this date will be subject to a recertification process based on case filings. The candidate selected for the position will be expected to commence employment on or shortly after November 3, 2014.

The specific duties of the position include:

- Review, calendar, and manage assigned 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.
- Perform other duties as assigned, which may include work on other habeas, pro se civil cases, prisoner cases, or Social Security litigation.

**Minimum Qualifications**

For consideration, applicants must be law school graduates with strong academic records and possess excellent research and writing skills. Candidates also must possess strong case management skills and the ability to work independently in a production oriented, high-volume work environment. Candidates who possess one or more years of relevant post-graduate and/or federal clerkship experience are highly preferred.

For appointment at a JSP grade 11 step 1 (\$57,982), an applicant must be a law school graduate from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:

- Graduation in the upper third of a law school class;
- Experience on the editorial board of a law review; publication of a noteworthy article in a law school student or scholarly publication;

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- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; participation in the legal aid or other law school clinical program;
- Or summer experience as a law clerk to a state or local judge or law clerk experience on a continuous basis in a private firm while attending law school.

For appointment at a JSP grade 12 step 1 (\$69,497), an applicant must meet the qualifications for a JSP grade 11, possess one year of full-time legal work experience after graduation from law school AND be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction.

For appointment at a JSP grade 13 step 1 (\$82,642), an applicant must possess two years of full-time legal work experience after graduation from law school AND be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction.

For appointment at a JSP grade 14 step 1 (\$97,657), an applicant must possess three years of full-time legal work experience after graduation from law school AND be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction.

Disclosures

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Only qualified applicants will be considered for this position.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and suitability determination. All information provided by applicants is subject to verification and background investigation.

Applicants must be either U.S. citizens or eligible to work for the United States government.