



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**

<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 23-11

POSITION: Court Law Clerk

LOCATION: Birmingham, AL

**OPENING DATE: August 16, 2023 CLOSING DATE: Open until Filled
Applications received by September 8, 2023, will receive priority consideration.**

**CLASSIFICATION LEVEL: JS 11 – JS 13
This is a full-time position not to exceed September 30, 2025.**

**STARTING SALARY: \$69,646- \$99,265
The actual starting salary is dependent upon experience and qualifications.**

POSITION OVERVIEW

The Court Law Clerk position is designed to assist courts experiencing significant caseload challenges expected to last for two or more years. The incumbent will work on both non-capital habeas corpus and pro se prisoner civil rights cases, as needed. Work may also include other non-prisoner pro se civil and Social Security cases. This position does not involve representing clients or providing advice to pro se litigants, and ethical considerations prohibit the lawyer employed in this position from practicing law in any capacity for compensation outside of or in addition to work for the Court. The Chief Judge is the appointing authority, though the Court Law Clerk will work with various judges throughout the district. Supervisory authority may be delegated by the Chief Judge to another Judge of the Court.

DUTIES AND RESPONSIBILITIES

- Conduct legal research and writing; conduct computer legal research; draft orders and opinions for judicial review; provide information, guidance, and advice to judges on legal issues relating to each case; make recommendations to judges on individual cases.
- Communicate with other courts, state and federal agencies, counsel, litigants, and court staff regarding court rules and procedural issues, calendaring, and other litigation matters.
- Keep informed of changes in the law from the Supreme Court and Eleventh Circuit.
- Work with limited supervision, on strict deadlines and in a fast-paced environment.
- Demonstrate excellent organizational skills and handle multiple tasks and projects.
- Demonstrate strong verbal and written communication skills and the ability to work effectively with a variety of people either in person or remotely.
- Demonstrate skill in the use of automated systems and software.
- Display a careful and deliberate approach to handling confidential information in a variety of contexts. Demonstrate sound ethics and good judgment.
- Perform other duties, as assigned.

QUALIFICATION STANDARDS

- Must be a law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree).
- Must have the following experience to qualify for each Grade:

<u>Grade</u>	<u>Legal Experience</u>	<u>Bar Membership</u>
JSP 11	N/A	No
JSP 12	1 Year	Yes
JSP 13	2 Years	Yes

Note 1: Legal Experience is progressively responsible experience in the practice of law, legal research, legal administration, or an equivalent experience after graduation from law school.

Note 2: Appointment to JSP 12 or JSP 13 requires that the candidate be a member of the bar of any state, territory, or federal court of general jurisdiction.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the U.S. District Court Clerk’s Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Optional participation in Federal Employees’ Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees’ Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit five (5) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references;
- 4) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#); and
- 5) a writing sample of the applicant’s choosing.

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.