

CRIMINAL MOTIONS/HABEAS CORPUS/SOCIAL SECURITY LAW CLERK POSITION DESCRIPTION & ANNOUNCEMENT

ANNOUNCEMENT DATE: February 3, 2017

CLOSING DATE: March 3, 2017 or until filled

DUTIES AND RESPONSIBILITIES:

The U.S. District Court for the District of Alaska is seeking qualified candidates for a law clerk position. The Court seeks to hire a law clerk to assist the Magistrate Judge with criminal motions and habeas corpus cases, and to assist with social security cases. This full-time temporary position is available immediately and will be a 1 year term, contingent upon satisfactory performance.

DUTIES:

The law clerk in this position will work on criminal pretrial motions, habeas corpus cases, social security appeals, and will perform legal research, draft reports, recommendations, and proposed orders. The law clerk will work on other cases for the court as assigned.

QUALIFICATIONS:

Candidates must be law school graduates from an accredited law school, must work well independently, must have at least one year of legal work experience subsequent to receiving a J.D. (but two years is preferred), and be a member of a state bar.

SALARY: JS 12 Step 1 - \$79,738 to JS 13 Step 1 - \$94,819 DOE

BENEFITS:

Employees of the United States District Court are considered "at will" employees. Term law clerks are eligible for health, vision, and dental benefits. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations.

INFORMATION FOR APPLICANTS:

Qualified Applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume and three letters of reference
- A writing sample of no more than ten pages

Submit all materials via e-mail (Word or Acrobat .pdf format) to:

Lynne Roehling at [Lynne Roehling@akd.uscourts.gov](mailto:Lynne.Roehling@akd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Interviews will be held at the James M. Fitzgerald United States Courthouse in Anchorage. Applicants selected for interviews must travel at their own expense. No inquiries regarding interviews should be made by applicants.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.