



***United States District Court  
District of Alaska  
222 W. 7<sup>th</sup> Avenue, Box 4, Rm 229  
Anchorage, Alaska 99513  
[www.akd.uscourts.gov](http://www.akd.uscourts.gov)***

**Position:** Capital Case Staff Attorney – Job # USDC 18-15  
**Opening Date:** October 10, 2018  
**Closing Date:** November 9, 2018, or until filled  
**Starting Salary:** JS 13-14, Salary Range: \$96,819 - \$114,411 (depending on prior federal LC experience and qualifications below); with some telework available  
**Location:** Anchorage, Alaska

The United States District Court for the District of Alaska has been authorized funding by the Judicial Council for an additional position to assist the district judges on matters pending before the district judges related to the death penalty. The Capital Case Staff Attorney performs legal research and substantive writing and is responsible for preparing bench memos and orders on matters pending before the district judges related to the district's death penalty caseload.

**REPRESENTATIVE DUTIES:**

The Capital Case Staff Attorney performs legal research and prepares recommendations to the court regarding pretrial motions, motions, evidentiary hearings, jury selection, jury instructions, disposition on the merits, and post trial proceedings.

Other duties of the Capital Case Staff Attorney include reviewing pleadings and motions, attending court proceedings, drafting orders, acting as a liaison between the court and litigants, advising appropriate personnel regarding the status of death-eligible cases, and participating in conferences with counsel and experts regarding appointment and compensation.

Provides information, guidance and advice to judges, chambers law clerks, and Court staff on legal issues relating to capital cases.

Compiles statistics and prepares reports to reflect the status of cases.

Performs other duties as assigned.

**QUALIFICATIONS:**

To qualify for this position, an individual must have excellent legal research, analytical and writing skills, along with interpersonal skills well matched for working closely with judges and court personnel.

Qualified applicants must be law school graduates from a law school of recognized standing and be admitted to practice by a state bar association, and have at least two years work experience post J.D.

Preferred qualifications include: prior federal court experience, legal experience in capital cases and/or criminal trial practice, standing within the upper third of graduates from a law school approved by the American Bar Association or the Association of American Law Schools, and experience on the editorial board of a law review.

**BENEFITS:**

Employees of the United States District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. A benefits package is available and includes ten paid holidays per year, health insurance, life insurance, dental and vision insurance, and flexible spending accounts. The position also is subject to mandatory Electronic Funds Transfer (EFT) participation of net pay.

**APPLICATION PROCEDURE:**

Applicants must submit the following:

- Cover letter
- A current resume, including contact information for at least three professional references
- Writing sample of no more than 10 pages
- College transcripts, official or unofficial
- send as a **single .pdf document** to: [HR@akd.uscourts.gov](mailto:HR@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. Video conferencing interviews will be considered.*

*The United States District Court requires employees to follow a code of conduct which is available upon request. 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.*

*The Court reserves the right to modify the conditions of this job announcement without prior written or other notice.*

The United States District Court is an Equal Opportunity Employer