



**Sandra Day O'Connor  
U.S. Courthouse  
401 West Washington Street  
Phoenix, AZ 85003-2119**

### **Benefits**

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined benefit program (new employees contribute 4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-style program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Long-term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility.



**The United States District Court  
for the District of Arizona is an  
Equal Opportunity Employer**

# **U.S. District Court – District of Arizona**

**Career Opportunity # 21-13**

## **Capital Case Staff Attorney**

Position Type:	Full-Time through 12/31/2021 with change to Part-Time 1/1/2022 through 12/31/2022 <b>(Continuation of this position after 12/31/2022 is dependent upon funding.)</b>
Salary Range:	\$65,340 - \$146,639 annually (Depending on qualifications and experience)
Job Grade:	JSP 11- JSP 14
Open Date:	02/01/2021
Closing Date:	Open until filled with preference given to applications received by 2/19/2021
Location:	Phoenix or Tucson, AZ

### **POSITION OVERVIEW**

Capital Case Staff Attorneys perform substantive legal research and writing to assist the District Judges with the district’s capital habeas corpus caseload. Capital Case Staff Attorney positions are subject to available funding through the Administrative Office of the United States Courts, which is dependent upon annual court filings.

### **REPRESENTATIVE DUTIES**

Capital Case Staff Attorneys perform legal research and prepare recommendations to District Judges addressing petitions for writs of habeas corpus of individuals sentenced to death. Relevant issues include stays of execution, jurisdiction, budgeting for appointed counsel, scheduling, exhaustion of remedies, motions for discovery or evidentiary hearings, disposition on the merits, and certificates of appealability.

Other duties of Capital Case Staff Attorneys include reviewing pleadings and motions, attending court proceedings, drafting orders, compiling statistics and reports to reflect case status, and advising appropriate personnel regarding the status of death-eligible cases. Capital Case Staff Attorneys also provide information, guidance, and advice to judges, chambers law clerks, and Court staff on legal issues relating to capital cases. Performs other duties as assigned.

### **QUALIFICATIONS**

To qualify for a Capital Case Staff Attorney 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. A successful candidate must also work well independently and possess the ability to efficiently manage long-term projects to completion.

Qualified applicants must be law school graduates from a law school of recognized standing and be admitted to practice by a state bar association.

Preferred qualifications include: prior federal court clerking experience, legal experience in one or both areas of habeas corpus and/or criminal appellate law, having 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.



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### **How to Apply**

Applicants must submit the following:

- **Cover letter** that supports your work experience as it relates to the position.
- **Resume** that includes complete work and salary history, and education.
- **Writing Sample** of no more than 15 pages.
- **Law School Transcripts**, official or unofficial.
- **References or letters of recommendation** – no more than three (3).

Go to our web site: <https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.



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## **APPLICANT INFORMATION**

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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants’ own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.