

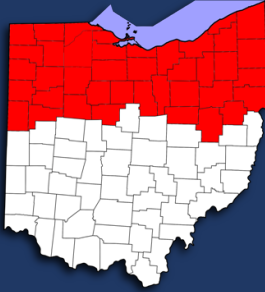


UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Sandy Opacich, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants may apply by submitting ONE PDF document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- One writing sample; no more than 15 pages (can be a legal brief, a noteworthy publication, or legal research memo)
- Application for Federal Judicial Branch Employment found [HERE](#)

**ALL DOCUMENTS MUST BE
PROVIDED TO BE CONSIDERED
FOR THIS POSITION**

PRO SE/DEATH PENALTY LAW CLERK | VACANCY #25-19

Duty Station: Cleveland, Ohio **Posted:** June 9, 2025
Status: Full-time Permanent **Closing Date:** June 30, 2025
Classification: JSP 11 – JSP 14 **Reports To:** Chief Judge
Salary Range: \$77,204 – \$169,039

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judiciary Salary Plan.

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is accepting applications for the position of Pro Se/Death Penalty Law Clerk (staff attorney), located in Cleveland, Ohio. This full-time position is comprised of two part-time positions. The duties will involve both pro se matters and capital habeas matters. The services of the Pro Se/Death Penalty Law Clerk are utilized by all judicial officers of the Court to support each judge's needs with pro se petitions and complaints and death penalty litigation.

DUTIES AND RESPONSIBILITIES

The primary duties of the Pro Se/Death Penalty Law Clerk include but are not limited to the following:

- Provides legal advice and assistance to the Court in connection with unrepresented prisoner petitions and complaints as well as death penalty litigation.
- Performs substantive screening after filing of all pro se petitions and complaints, including habeas corpus petitions and civil complaints.
- Performs research, as required, to assist the Court in preparing opinions.
- Drafts appropriate recommendations and orders for the Court.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- Reviews the docket of pending pro se and death penalty litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, that reflect the status flow of cases.

The U.S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

JUDICIARY BENEFITS

- Paid Holidays (11)
- Pre-Tax Benefit Programs
- Health Insurance
- Vision Insurance
- Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Commuter Benefits
- Fitness Center

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

DUTIES AND RESPONSIBILITIES CONTINUED

- Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se prisoner and death penalty areas.
- Provides general information, guidance, and advice to judges, magistrates, and other personnel regarding pro se and death penalty cases.
- Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

QUALIFICATIONS

(Qualifications must be met at the time of application)

- Must be a law school graduate with excellent academic records.
- Must be admitted to practice law by a state association and have a minimum of two years of legal work experience in a high volume, production-oriented environment.
- Must have superior research, writing, proofreading, organizational, and communication skills, and be detail-oriented, reliable, and able to work independently and with others.

PREFERRED QUALIFICATIONS

- Priority consideration will be given to individuals with experience with prisoner civil rights cases, prison condition cases, and federal and state habeas corpus petitions.
- One (1) year of experience as a Federal Law Clerk.

OTHER

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Interviews may take place in-person or via Zoom.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.