

**U.S. DISTRICT COURT
EASTERN DISTRICT OF CALIFORNIA**

******OPPORTUNITY ANNOUNCEMENT #2011-13******

LAW CLERK (CAREER)

JSP GRADE LEVEL: JSP 11-14

2011 SALARY RANGE : \$61,451 - \$134,547 (JSP 11/1 - JSP 14/10)

LOCATION: Sacramento, California

CLOSING DATE: Open until filled; however, preference will be given to materials received by Friday, July 1, 2011.

POSITION OVERVIEW

The court is accepting applications for a full-time, career law clerk position in our Sacramento office. The incumbent will work for a newly appointed magistrate judge and will perform substantive review, research and writing on a wide range of issues that arise in federal litigation. In addition, he or she will prepare bench memos and orders on such matters that are pending before the judge.

The new magistrate judge is expected to be appointed by early August 2011. The applicant selected for this position will be expected to commence employment either on or shortly after the magistrate judge's appointment.

The "career" designation of this position indicates the hiring judge's expectation that the term of employment will last four or more years. The designation will allow the incumbent to participate in the court's retirement programs; however, it will not change the incumbent's "at-will" employment status.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with excellent academic records and excellent research and writing skills. Applicants must also possess one or more years of post graduate legal work experience in a production oriented, high-volume work environment.

To qualify for appointment at a JSP grade 11 step 1 (\$61,451), an applicant must be a law school graduate and have the equivalent of one year of full-time legal work experience after graduation from law school. Substitutions for the one year of experience are permitted and include the following:

- Graduation in the upper third of a law school class;
- Experience on the editorial board of a law review; publication of a noteworthy article in a law school student or scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; participation in the legal aid or other law school clinical program;
- Or summer experience as a law clerk to a state or local judge or law clerk experience on a continuous basis in a private firm while attending law school.

For appointment at a JSP grade 12 step 1 (\$73,655) an applicant must meet the qualifications for a JSP grade 11, possess one additional year of full-time legal work experience after graduation from law school (no substitutions permitted) AND be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction.

For appointment at a JSP grade 13 step 1 (\$87,586), an applicant must meet the qualifications for a JSP grade 12 and possess at least one additional year of full-time legal work experience after graduation from law school (no substitutions permitted).

For appointment at a JSP grade 14 step 1 (\$103,500), an applicant must meet the qualifications for a JSP grade 13, possess at least one additional year of full-time work experience after graduation from law school AND two or more year of the experience must have been as a law clerk in a federal court.

APPLICATION PROCEDURE

For consideration, applicants must submit materials electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting is listed under the account of Magistrate Judge selectee Carolyn K. Delaney and materials must include: 1) an introductory cover letter (addressed to Magistrate Judge selectee Carolyn K. Delaney, U.S. District Court, 501 I Street #4-200, Sacramento, CA 95814), 2) a chronological resume, 3) a writing sample, and 4) a list of at least three professional references.

The position is open until filled; however, preference will be given to materials received in the OSCAR system by Friday, July 1, 2011.

DISCLOSURES

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 Clerk of 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. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a written Code of Conduct.

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

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. 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.

Pursuant to the Immigration Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in the United States. Acceptable documentation includes a U.S. Passport; original or a certified birth certificate issued by a state, country, or municipal authority; a certificate of U.S. Citizenship, Alien Registration Receipt Card; and an authorized form of photo identification such as a state drivers license, school identification card, or U.S. Military identification card.

Applicants must be either U.S. citizens or non-citizens to whom an offer of employment can be legally made. Employment offers may only be legally made to non-citizens who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that non-citizen candidates are lawful permanent residents of the U.S. and are 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.