



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 11 –JSP 14
Starting Salary Range: \$61,451 - \$134,547

Closing Date: 4:00 pm, September 20, 2013. Materials will be reviewed by the hiring judge as they are filed and the position may be filled before the closing date.

How to Apply:

Applicants must provide:

- 1) An introductory cover letter.
- 2) A chronological resume.
- 3) A copy of law school transcript
- 4) Two writing samples (each less than ten pages in length).
- 5) A list of three professional references

Requested materials must be submitted through the OSCAR system: <http://oscar.uscourts.gov>. The posting for this position is located under the account of Magistrate Judge Allison Claire.

For more information about the US courts visit:
www.uscourts.gov/careers

Position Overview

The court is accepting applications for a full-time, temporary Pro Se Law Clerk position in our Sacramento office. The incumbent will conduct extensive research and writing on civil rights cases and petition for writs of habeas corpus filed by prisoners. In addition, the incumbent will work closely with a magistrate judge in preparing weekly law and motion calendars and assisting with various pretrial conferences and trials. The position is available immediately with funding approved through September 30, 2014.

Minimum Qualifications

To qualify for consideration, applicants must: 1) be law school graduates with excellent academic records, 2) possess superior research and writing skills, 3) be self-motivated and 4) be able to work independently. Preference will be given to applicants who possess some post graduate legal work experience and/or experience as a federal law clerk. Experience with prisoner litigation and/or habeas corpus litigation and experience working in a high volume production-oriented environment are also highly desired.

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 may include:

- 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), applicants must meet the qualifications for a JSP grade 11 and 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), applicants 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), applicants must meet the qualifications for a JSP grade 12 and possess at least two additional years of full-time legal work experience after graduation from law school (no substitutions permitted).

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. Only qualified applicants will be considered for this position. 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. Applicants must be U.S. citizens or must meet the requirements established by current [appropriations law](#). All employees of the Judiciary are “at will” employees in the excepted service. Employees are required to use the Electronic Fund Transfer for payroll deposit. If selected for first time appointment to a position, you will be required to complete an initial performance evaluation period (IPEP). Failure to successfully complete the IPEP may result in termination of employment.