

Temporary Pro Se Law Clerk



**Fresno or Yosemite
National Park, California**
www.caed.uscourts.gov

Position Details:

Job Grade: JSP grade 12-14
Starting Salary Range (DOE):
12/1 - \$69,497
13/1 - \$82,642
14/1 - \$97,657

Closing Date: Position is open until filled; however, materials filed by October 3, 2014 will be given preference.

How to Apply:

For consideration, applicants must provide:

- 1) An introductory cover letter addressed to: U.S. Magistrate Judge Michael J. Seng, U.S. District Court, 2500 Tulare Street #1501, Fresno, CA 93721
- 2) A chronological resume
- 3) A recent writing sample (not more than 10 pages in length)
- 4) Copy of law school transcript
- 5) A list of at least 3 professional references

Materials must be submitted electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting is listed under the account of U.S. Magistrate Judge Michael S. Seng.

Position Overview

The court is accepting applications for a full-time, temporary Pro Se Law Clerk position. The incumbent will assist U.S. Magistrate Judge Michael J. Seng by conducting extensive research and writing on civil and prisoner §1983 litigation. The incumbent will also prepare bench memos and orders on such matters that are pending before the judge.

Judge Seng will assign a duty station in either Fresno or Yosemite National Park and will consider the preference of the selected candidate. Occasional travel between the two offices may be required.

Finally, the selected candidate will be expected to commence employment on or after November 3, 2014 with a current funding end date of September 30, 2015. Extension beyond this date is subject to funding approval and satisfactory performance.

Minimum Qualifications

For consideration, applicants must be law school graduates with strong academic records. Candidates also must possess:

- 1) Strong writing skills.
- 2) Excellent research and case management skills.
- 3) The ability to work independently in a production oriented, high-volume work environment.
- 4) Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction.
- 5) **At least two years of post-graduate legal work experience. Work experience in civil litigation, prisoner 1983 litigation and/or as a federal law clerk or extern is highly preferred.**

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. All information provided by applicants is subject to verification and background investigation. Applicants must be either U.S. citizens or eligible to work for the United States government.