



**Sacramento, California**  
[www.caed.uscourts.gov](http://www.caed.uscourts.gov)

#### Position Details

**Job Grade: JSP 12/1 – JSP 14/10**

**Part-time salary range: \$38,071 - \$69,547**

**Closing Date: Open until filled.**  
**Materials will be reviewed by the hiring judge as they are filed.**

#### 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 Edmund F, Brennan.**

**For more information about the US courts visit:**  
[www.uscourts.gov/careers](http://www.uscourts.gov/careers)

#### Position Overview

The court is accepting applications for a part-time, Pro Se Law Clerk position in our Sacramento office. The incumbent will conduct extensive research and writing on prisoner civil rights cases and petition for writs of habeas corpus. The incumbent also will work closely with a magistrate judge in preparing weekly law and motion calendars and assisting with various pretrial conferences and trials.

This position is 20 hours per week with a negotiable work schedule. The incumbent will be eligible for full federal benefits including health insurance and retirement coverage. The salary levels stated in this announcement have been adjusted to reflect the half-time work schedule.

#### Minimum Qualifications

To qualify for consideration, applicants must:

- be law school graduates with excellent academic records
- possess at least one year of post graduate legal work experience and bar membership in a state, territory or federal court of general jurisdiction
- possess superior research and practical legal writing skills
- be self-motivated and able to work independently in a high volume production oriented environment

Preference will be given to applicants who possess post graduate legal work experience as a federal law clerk and/or with prisoner litigation and habeas corpus matters.

#### 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.
- Employees of the U. S. District Court serve under “Excepted Appointments” and are considered “at-will” employees. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees.
- Court employees are subject to a Code of Conduct. A copy will be provided upon request.
- 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.