



Fresno, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 13-14
Salary Range: \$84,443 – \$129,723
Closing Date: 8/24/2016

How to Apply:

Applicants must submit materials electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting is listed under the account of U.S. Magistrate Judge Stanley A. Boone.

Applicants must provide:

- 1) An introductory cover letter addressed to U.S. Magistrate Judge Stanley A. Boone, U.S. District Court, 2500 Tulare Street #1501, Fresno, CA 93721
- 2) A chronological resume
- 3) A writing sample written within the past year and not more than 10 pages in length
- 4) Copy of law school transcript
- 5) A list of at least 3 professional references (at least 1 must be a person the applicant has worked for in the past 2 years)

Benefits:

- Paid Holidays
- Retirement Coverage
- Health Insurance
- Dental & Vision Insurance
- Flexible Spending Account
- Life Insurance
- On Site Gym

For more information about benefits go to: USCourts.gov

POSITION OVERVIEW

U.S. Magistrate Judge Stanley A. Boone and U.S. Magistrate Judge Barbara A. McAuliffe are seeking a well qualified applicant for a full-time, Pro Se Law Clerk position in our Fresno office. The incumbent will conduct extensive research and writing on civil rights cases filed by prisoners. In addition, the incumbent will work closely with magistrate judges in managing prisoner case load and preparing for hearings, conferences and trials in prisoner cases.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with strong academic records and must possess the following:

- At least two years of post-graduate civil litigation work experience (experience with § 1983 civil litigation and/or prior federal clerkship experience is highly preferred).
- Bar membership in a state, territory or federal court of general jurisdiction.
- Strong demonstrated writing, research and case management skills.
- The ability to work independently in a production oriented, high-volume work environment.

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 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 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.