U.S. District Court – Eastern District of California
Opportunity Announcement #2016-24

Temporary Pro Se Law Clerk

Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 11 –JSP 14

Full Salary Range: $63,525 - $139,094

Closing Date: Open until filled. Materials filed by October 7, 2016 will be given preference.

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 is listed under the account of U.S. 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 two magistrate judges in managing a prisoner case load, and preparing for hearings, conferences and trials in prisoner cases.

The position is available immediately and funding is approved through September 30, 2017.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with strong academic records. Applicants also must possess strong demonstrated writing, research and case management skills and possess the ability to work independently in a production oriented, high-volume work environment.

Applicants who possess at least one year of post-graduate legal work experience with prisoner civil litigation and/or writs of habeas corpus filed by prisoners, prior federal clerkship experience, and Bar membership in a state, territory or federal court of general jurisdiction are highly preferred.

DISCLOSURES

- Only qualified applicants will be considered for this position.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice.
- 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.