



Sacramento, California
www.caed.uscourts.gov

Position Details:

Job Grade: JSP 11/1 -13/10
Salary Range: \$63,525 – \$117,711

Closing Date: 10/21/2016

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 Allison Claire. Materials must include:

- 1) An introductory cover letter
- 2) A chronological resume
- 3) A writing sample (not more than 10 pages in length)
- 4) A list of at least 3 professional references with contact information for each

Benefits:

- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- Paid Holidays
- On Site Gym

For more information about benefits: www.USCourts.gov

The court is seeking applicants for a term law clerk position in our Sacramento office. The incumbent will assist two magistrate judges by conducting substantive review, research and writing on diverse matters including civil discovery, non-prisoner pro se litigation, habeas petitions and Social Security Appeals. The incumbent will also prepare bench memos and orders on such matters that are pending before both judges.

The applicant who is selected to fill the position will be expected to commence employment on or shortly after January 3, 2017 with a term end date of January 5, 2018. An extension beyond this date may be offered if available.

Minimum Qualifications:

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

- Strong writing skills.
- Excellent research and case management skills.
- Ability to work independently in a production oriented, high-volume work environment.

Applicants who possess the following are preferred:

- At least one year of post-graduate legal work experience with civil litigation, habeas and/or Social Security Appeals.
- Work experience as a federal law clerk.
- Bar membership in a state, territory or federal court of general jurisdiction.

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.