



Fresno, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 12-14

2024 Starting Salary Range DOE:

12/1 - \$87,208

13/1 - \$103,701

14/1 - \$122,544

Closing Date: Open until filled.

Materials will be reviewed as they are filed, and candidates of interest will be contacted for more information.

How to Apply:

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

Or via email to Kylie Ohm at kohm@caed.uscourts.gov

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)

This is a re-posting of announcement # 2023-47. Candidates who submitted materials under announcement # 2023-47 DO NOT need to submit new materials for consideration.

United States Magistrate Judge Stanley A. Boone is seeking well qualified candidates for a full-time, law clerk position. Depending on the qualifications of the candidate the position will either be filled as a Career Law Clerk or a Term Law Clerk. The incumbent will perform substantive review, research and writing on a wide range of issues that arise in federal litigation. The incumbent also will prepare bench memos and orders on such matters that are pending before the judge.

Candidates must be available for a start date of employment in February 2024. The “career” designation indicates an open term of appointment and qualifies the incumbent to participate in the court’s retirement programs. The selected candidate will be expected to work in the Judge’s chambers located in Fresno, California. Applicants who are unwilling to relocate to Fresno should not apply.

Minimum Qualifications:

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

- A minimum of one year of post-graduate legal work experience (civil litigation and/or federal clerkship experience is 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.

SALARY

For appointment at a JSP grade 12 step 1 (currently \$87,208), a candidate must be a law school graduate, possess at least one year of post graduate work experience AND be a member of the Bar of a state, territorial or Federal Court of general jurisdiction.

For appointment at a JSP grade 13 step 1 (currently \$103,701), a candidate must be a law school graduate, possess at least two years of post-graduate work experience AND be a member of the Bar of a state, territorial or Federal Court of general jurisdiction.

**Career Law Clerk
Opportunity
Announcement #2024-04
Page 2 of 2**

Benefits:

The court offers a competitive benefits package that includes:

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

For more information about the federal courts:

www.USCourts.gov

For appointment at a JSP 14/1 (currently \$122,544), a candidate must be a law school graduate, possess at least three years of post-graduate work experience AND be a member of the Bar of a state, territorial or Federal Court of general jurisdiction. In addition, at least two of the three years of required experience must have been as a law clerk in the federal judiciary and/or in a federal Supreme Court Fellowship.

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 and participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided.
- Court employees serve under "Excepted Appointments" and are considered "at will" employees exempt from Federal Civil Service classifications and regulations. California employment laws also do not apply. Court employees are entitled to the same benefits as Federal Civil Service employees.
- Court employees are subject to a Code of Conduct. A copy can be found on the *Careers>Employment Information>Code of Conduct* section of the court's website at www.caed.uscourts.gov.
- The selected candidate will be subject to an FBI fingerprint background check. All information provided is subject to verification and background investigation.
- Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at www.caed.uscourts.gov.