



Fresno, California

www.caed.uscourts.gov

Position Details

Job Grade: JSP 11 - 13

Starting Salary Range:
\$72,758 – \$103,701 (DOE).

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 must submit materials electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting is under the account of Magistrate Judge Erica P. Grosjean

Applicants must provide:

- 1) An introductory cover letter addressed to U.S. Magistrate Judge Erica P. Grosjean, 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)

United States Magistrate Judge Erica P. Grosjean is seeking well qualified candidates for a full-time, term law clerk position. The incumbent will perform substantive review, research and writing on a wide range of issues that arise in federal litigation and will also prepare orders on such matters that are pending before Judge Grosjean.

Candidates must be available for a start date of employment on July 15, 2024. Judge Grosjean will consider a slight extension of the start date on a case-by-case basis. An initial two-year term of appointment is preferred. The term may be extended for up to two additional years by mutual agreement. Term law clerks are appointed for a defined term of employment and an individual's service is limited to a maximum of four years to any combination of federal judges. It is preferred that the candidate work on site in Fresno with the option of regular remote workdays. Judge Grosjean will consider a candidate's preference for full-time telework for extraordinarily qualified candidates. This preference should be stated in a candidate's cover letter.

Minimum Qualifications:

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

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

In addition, candidates who possess the following are highly preferred:

- Prior clerkship experience in federal or state court.
- Prior experience in Social Security, other administrative appeals and/or civil litigation.

SALARY

For appointment at a JSP grade 11 step 1 (currently \$72,758), a candidate must be a law school graduate.

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

**Term Law Clerk
Opportunity
Announcement #2024-05
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

work experience AND be a member of the Bar of a state, territorial 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 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.