



Fresno, California

www.caed.uscourts.gov

Position Details

Job Grade: JSP 12 - 14

Starting Salary Range:

\$87,208 – \$122,544 (DOE).

Closing Date: Open until filled, preference will be given to materials received by Friday, April 5, 2024. 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 U.S. District Judge Kirk E. Sherriff.

Applicants must provide:

- 1) An introductory cover letter addressed to U.S. District Judge Kirk E. Sherriff, 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)

U.S. District Judge Kirk E. Sherriff is seeking candidates for a career law clerk position in his Fresno chambers. The incumbent will conduct extensive research and writing on a wide range of issues that arise in federal litigation. The incumbent also will assist Judge Sherriff with managing his chambers staff and caseload. The career designation indicates an open term of appointment and will qualify the incumbent to participate in the court's retirement programs.

The position is available for an immediate start date of employment. Work will be performed in our Fresno courthouse on a regular and recurring basis with limited availability of telework subject to Judge Sherriff's approval.

MINIMUM QUALIFICATIONS

For consideration, candidates must be law school graduates with excellent academic records and excellent research and writing skills. Candidates must also possess one or more years of post-graduate legal work experience in a high-volume, production-oriented work environment and membership in a Bar of a state, territorial or Federal Court of general jurisdiction.

Prior post-graduate civil litigation work experience is preferred and experience as a federal law clerk is highly preferred.

Starting salary will be set based on the following:

- Candidates with at least one year of post-graduate legal work experience and Bar membership in a state, territorial or Federal Court of general jurisdiction will be placed at a JSP grade 12 step 1 (\$87,208).
- Candidates with at least two years of post-graduate legal work experience and Bar membership in a state, territorial or Federal Court of general jurisdiction will be placed at a JSP grade 13 step 1 (\$103,701).
- Candidates with three or more years of post-graduate legal work experience and Bar membership will be placed at a JSP grade 14 step 1 (\$122,544) if at least two of the three years of the required experience were as a law clerk in the federal judiciary and/or in a Federal Supreme Court Fellowship.

Consideration for placement above step 1 will be limited to candidates who possess work experience as a federal employee at a higher grade and/or step as permitted under Highest Previous Rate (HPR) Authority rules.

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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

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.