

U.S. District Court – Eastern District of California
Opportunity Announcement #2024-11

Term Law Clerk



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 11-13
2024 Starting Salary Range DOE:

11/1 - \$80,217
12/1 - \$96,148
13/1 - \$114,332

Closing Date: Open until filled;
however, materials filed by April
8, 2024 will be given preference.

How to Apply:

Requested materials must be
submitted through the OSCAR
system: <http://oscar.uscourts.gov>.
Posting is listed under Chief
Magistrate Judge Carolyn K.
Delaney. Applicants must provide:

- 1) An introductory cover letter**
addressed to: Chief Magistrate
Judge Carolyn K, Delaney, U.S.
District Court, 501 I Street #4-200,
Sacramento, CA 95814
- 2) A chronological resume**
- 3) A recent writing sample unedited**
by others and not more than 10
pages in length
- 4) Copy of law school transcript**
- 5) At least 3 professional references**
(at least 1 must be a person the
applicant has worked for in the past
2 years)

Chief Magistrate Judge Carolyn K. Delaney is accepting applications for a one-year Term Law Clerk position. The incumbent will be assigned to support one or more magistrate judges in our Sacramento office. The work will include researching and writing on prisoner litigation, writs of habeas corpus, social security appeals, and/or civil discovery disputes. The incumbent will substantively review pleadings, prepare bench memos, and draft orders on such pending matters.

Applicants must be available for an immediate start date of employment and commit to an expected term end date of May 2, 2025. A candidate's preference for full-time telework will be considered and should be stated in the 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.

Applicants who also possess the following are preferred:

- Prior federal clerkship experience.
- Prior experience in one or more of the following areas: Habeas Corpus petitions, pro se prisoner suits, Social Security appeals, and civil litigation.

SALARY INFORMATION:

Starting salary will be set based on the following:

For appointment at a JSP grade 11 step 1 (currently \$80,217), an applicant must be a law school graduate.

For appointment at a JSP grade 12 step 1 (currently \$96,148), an applicant 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 \$114,332), an applicant 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.

**Term Law Clerk
Opportunity #2024-11
Page 2 of 2**

Benefits:

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Flexible Spending Accounts
- Life Insurance
- On-site parking
- On-site Gym

For more information about the US courts visit:
www.uscourts.gov/careers

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.
- The selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Court employees serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are also 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).
- Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.
- Applicants must meet citizenship requirements to work for the United States government. The requirements can be found through the *Careers>Employment Information>Disclosures* section of the court’s website at www.caed.uscourts.gov).

Posting Date: 3/13/2024