

U.S. District Court – Eastern District of California
Opportunity Announcement #2025-32

Term Law Clerk



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 11-13
Starting Salary Range: \$81,960 – \$116,816 (JSP 11/1 – 13/1 – 2025 Salary Rates)
Closing Date: Open until filled.

How to Apply:

Materials must be submitted electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting can be found under the account of U.S. Magistrate Judge Chi Soo Kim.

Materials must include:

- 1) An introductory cover letter* addressed to U.S. Magistrate Judge Chi Soo Kim, U.S. District Court, 501 I Street #4-200, Sacramento, CA 95814;
- 2) A chronological resume;
- 3) A writing sample* (not more than 10 pages in length);
- 4) A copy of the applicant's law school transcript; and
- 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).

*The use of Generative AI or other AI tools is prohibited in the cover letter and writing sample.

U.S. Magistrate Judge Chi Soo Kim is accepting applications for a full-time, term law clerk position. Applicants must be available to commence employment within a reasonable period after an offer of employment is made.

The incumbent will support Judge Kim by conducting extensive research and writing on a wide range of issues that arise in federal litigation. This will include substantively reviewing pleadings and drafting orders on matters pending before Judge Kim, and assisting Judge Kim with managing her caseload, and preparing for case-related hearings, conferences, and trials.

An initial term of appointment will be set for up to two years and may be subject to possible extension for up to two additional years (i.e., four years total). The selected applicant will be expected to work in our Sacramento courthouse with limited availability of telework subject to Judge Kim's approval.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with excellent academic records and excellent research and writing skills.

Applicants who possess the following are preferred:

- Experience as a federal law clerk.
- Experience as an attorney in civil litigation at a law firm or government agency.
- Exceptional academic performance. The following law school experiences will be valued: clinical participation, law review membership, moot court participation, and/or federal court externship.
- Bar membership in a state, territory, or federal court of general jurisdiction.

Starting salary will be set based on the following:

- Candidates with less than one year of post-graduate legal work experience will be placed at a JSP grade 11 step 1 (\$81,960).
- 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 (\$98,236).
- 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 (\$116,816).

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Benefits:

The court offers a competitive benefits package that includes:

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

For more information about the U.S. Courts and available benefits visit: www.uscourts.gov

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.

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).