



Fresno, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 11-14
Full Salary Range: \$75,055-\$164,338 (Based on a Fresno duty station).

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:

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 Erin Guy Castillo.

Materials must include:

- 1) An introductory cover letter addressed to U.S. Magistrate Judge Erin Guy Castillo, U.S. District Court, 2500 Tulare Street #1501, Fresno, CA 93721.
- 2) A chronological resume
- 3) A writing sample (not more than 10 pages in length)
- 4) A list of at least 3 professional references
- 5) A copy of the applicant's law school transcript

The Court is seeking well-qualified applicants for a Pro Se Law Clerk position in our Fresno courthouse. The position offers an excellent opportunity to start or continue a career in federal service and includes full federal benefits, including retirement coverage.

The selected applicant will be assigned to support U.S. Magistrate Judge Erin Guy Castillo and U.S. Magistrate Judge Frank Singer and will conduct extensive legal research and writing on prisoner civil rights cases, and prisoner and immigration related writs of habeas corpus. The incumbent will also assist both judges with preparing for case-related hearings, conferences, trials, and caseload management.

The position is available for an immediate start date of employment. The incumbent will be expected to work in our Fresno courthouse with limited telework subject to the supervising judges' approval; however, full-time telework will be considered for unusually well-qualified applicants. Applicants are asked to state their preference for either a duty station in our Fresno courthouse or for full-time telework in their cover letter.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with excellent academic records and excellent research and writing skills. Applicants who possess post-graduate legal work experience in a high-volume, production-oriented work environment are preferred. Experience with §1983 civil litigation, writs of habeas corpus, immigration litigation, and/or prior federal clerkship experience is highly preferred. A background in public interest/public service work is desirable.

SALARY

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 JSP grade 11 step 1 (currently \$75,055 based on a Fresno duty station).
- Candidates with at least one year of post-graduate legal work experience and Bar membership will be placed at JSP grade 12 step 1 (currently \$89,959 based on a Fresno duty station).
- Candidates with two years of post-graduate legal work experience and Bar membership will be placed at JSP grade 13 step 1 (currently \$106,973 based on a Fresno duty station).

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Benefits:

The court offers a competitive benefits package that includes:

- Paid Holidays
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)
- Health Insurance
- Dental & Vision Insurance
- Life Insurance
- Flexible Spending Accounts

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

- 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 (currently \$126,410 based on a Fresno duty station).
- Consideration for placement above step 1 will be limited to candidates who possess work experience in the Federal Government at a higher grade and/or step as defined under Highest Previous Rate (HPR) Authority.

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).

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