



UNITED STATES DISTRICT COURT Central District of California

Position: Law Clerk to a U.S. District Judge (Temporary)
Classification Level: JSP 11/01
Salary: \$69,283
Location: Los Angeles, California
Opening Date: July 13, 2018
Closing Date: Open Until Filled
Number of Positions: Up to 5
Vacancy Number: 18-18

POSITION OVERVIEW

The U.S. District Court is seeking to fill one or more full-time temporary law clerk positions. The positions begin in or after August 2018, and end September 30, 2019, subject to funding. Law clerks may be assigned to work in any division within the district based on Court needs. Duties include, but are not limited to, drafting legal memoranda, opinions, and orders and analyzing statutes, regulations, and substantive issues in all areas of civil and criminal law. The positions also require case management and other administrative duties. Meticulous attention to detail is required.

Law clerks must carefully and thoroughly review briefs and trial records; thoroughly research and analyze existing law; draft clear, concise, and well-organized memoranda and proposed decisions; and make thoughtful recommendations regarding the resolution of legal issues before the court. The successful candidate will exhibit at all times and to all persons a courteous, professional, and cooperative attitude, and a self-imposed standard of integrity and excellence.

MINIMUM QUALIFICATIONS

At the time of appointment, the candidate must possess the following minimum requirements:

- Graduate of an ABA accredited law school with excellent academic credentials;
- Superior research, writing, and analytical skills;
- Ability to independently manage a large number of cases;
- Proficiency in computer and word processing skills;
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Experience in a comparable position emphasizing legal writing and analysis;
- Prior federal clerkship or externship;
- Bar membership.

COMPENSATION AND BENEFITS:

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judicial Salary Plan. This position qualifies for Federal health insurance and transit subsidy reimbursement. Federal employees observe ten paid holidays per year.

INFORMATION FOR APPLICANTS

- As a condition of employment, the successful candidate is required to undergo an FBI background check. The selectee may be appointed provisionally, with retention dependent upon a favorable suitability determination from the background check.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- Applicants selected for interview must travel at their own expense. Relocation expenses will not be reimbursed.
- The United States District Court requires employees to adhere to the *Code of Conduct for Federal Judicial Employees*, which is available on the Court's website: <http://www.cacd.uscourts.gov>

HOW TO APPLY

Applications can be submitted by email: apply_CACD@cacd.uscourts.gov. Attached documents must be in PDF format and the email should reference the position title and Vacancy No. 18-18. Complete application packets must include the following:

1. A cover letter;
2. A resume or curriculum vitae;
3. Two recent writing samples;
4. Unofficial law school transcripts;
5. Three references (preferably current or former employers);
6. Application for Federal Branch Employment (please visit the Court's website at www.cacd.uscourts.gov to download the application form)

Due to the volume of applications expected to be received, the U. S. District Court will only communicate with those individuals who may be interviewed.

The Federal Judiciary is an Equal Employment Opportunity Employer.