



Position: Law Clerk to a U. S. Magistrate Judge
Classification Level: JSP 11/01 – JSP 13/10
Salary Range: \$69,283 - \$128,373
Location: Los Angeles, California
Opening Date: July 26, 2018
Closing Date: Open until filled
Number of Positions: One
Vacancy Number: 18-19

POSITION

The United States District Court, Central District of California, invites applications for the position of Term Law Clerk to the Honorable Gail Standish, United States Magistrate Judge. The Law Clerk appointment shall begin on or about October 2018. Although this position is a two year term, upon mutual agreement between the law clerk and judge, the position may be extended.

Principal duties of the position include:

- Research substantive issues of federal and state law;
- Draft legal memoranda, opinions and orders;
- Prepare the Judge for hearings, trials, or mediations;
- Perform basic administrative desk duties for the Judge;
- Assist the Judge and Courtroom Deputy Clerk with docket and case management;
- Generally provide legal counsel and support to the Judge; and
- Exhibit the highest standards of excellence and integrity.

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;
- Bar membership, clerkship experience and/or post-JD legal work experience;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment;
- Proficiency in computer and word processing skills; and
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Prior litigation experience or significant motion practice at a top-tier law firm or public agency; and
- Strong interest in Habeas, Constitutional, Civil Rights, Prisoner Litigation and/or Criminal law.

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 Guide to Judiciary Policy. Benefits include federal employees' group health insurance, life insurance, flexible spending accounts, dental and life insurance. Commuter subsidies are available to employees who utilize public transportation to and from work.

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

Interested applicants should apply through OSCAR: <https://oscar.uscourts.gov/>

Due to the volume of applications 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.