



Position: Temporary Law Clerk to a U. S. Magistrate Judge
Classification Level: JSP 11/01 – JSP 14/10
Salary Range: \$70,737 - \$154,855
Location: Los Angeles, California
Opening Date: December 10, 2019
Closing Date: Open until filled
Number of Positions: One or more
Vacancy Number: 20-03

POSITION

The United States District Court, Central District of California, invites applications for the position of Temporary Law Clerk to one or more United States Magistrate Judges. Two positions are available. One position can be filled in December 2019. The second position will become available February 2020.

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;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment;
- Proficiency in computer and word processing skills;
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Bar membership, clerkship experience and/or post-JD legal work experience;
- Prior litigation experience or significant motion practice at a top-tier law firm or public agency.
- Strong interest in Habeas, Constitutional, Civil Rights, Prisoner Litigation and/or Criminal law, social security, pro se, and appellate litigation.

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, and commuter subsidies 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 lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen upon meeting eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) of bi-weekly earnings.
- 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. 20-03. Complete application packets must include the following:

1. A cover letter;
2. A resume or curriculum vitae;
3. Two recent writing samples;
4. Law school transcripts;
5. An application for Federal Branch Employment (visit the court's website at www.cacd.uscourts.gov to download the job application).

Due to the volume of applications received, the U. S. District Court will only communicate with those individuals who may be interviewed. More than one position may be filled from this recruitment.

The Federal Judiciary is an Equal Employment Opportunity Employer