



Position: Term Law Clerk to The Hon. Jay C. Gandhi, U.S. Magistrate Judge
Classification Level: JSP 11 – JSP 13
Salary Range: \$66,137 - \$94,264
Location: Santa Ana and Los Angeles, California
Opening Date: November 29, 2016
Closing Date: Open Until Filled
Number of Positions: One
Vacancy Number: 17-07

POSITION

The United States District Court, Central District of California, invites applications for the position of Term Law Clerk to The Honorable Jay C. Gandhi, United States Magistrate Judge.

Principal duties of the position include:

- Research substantive issues of federal and state law;
- Draft legal memoranda and opinions;
- Prepare for, and participate in, mediations;
- Prepare for, and participate in, trials;
- Prepare continuing legal educational materials;
- Generally provide legal counsel and support to the Judge; and
- Exhibit the highest standards of excellence and integrity.

TERM

The Term Law Clerk appointment shall begin in or about March 2017 and expire in or about April 2018.

QUALIFICATIONS

- Excellent academic credentials;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment; and
- Prior litigation experience at a top-tier law firm.

COMPENSATION

Compensation will be based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judicial Salary Plan. Term Law Clerks qualify for federal employee group health and life insurance.

APPLICATION PROCESS

If interested, please e-mail the following documents, each in PDF format, to Stephanie Le at stephanie_le@caed.uscourts.gov:

- Cover Letter;
- Resume;
- Law School Transcript;
- Writing Sample;
- Letters of Recommendation; and
- References

Zip files are preferred. Due to the volume of applications received, the Court will communicate only with those individuals who may be interviewed.

Expenses associated with interviews and relocation are not reimbursable.

As a condition of employment, the final candidate will be subject to an FBI background check.

The United States District Court requires employees to adhere to a Code of Conduct, which is available on the Court's website at <http://www.caed.uscourts.gov>.

All applicants must be U.S. citizens or lawful permanent residents of the United States currently seeking citizenship or intending to become citizens.

The Federal Judiciary is an Equal Employment Opportunity Employer.