



## UNITED STATES DISTRICT COURT Central District of California

**Position:** Law Clerk to a U.S. District Judge (Temporary)

**Classification Level:** JSP 11/01

**Salary:** \$66,137

**Location:** Los Angeles, California

**Opening Date:** December 22, 2016

**Closing Date:** Open Until Filled

**Number of Positions:** 1

**Vacancy Number:** #17-10

### **POSITION OVERVIEW**

The U.S. District Court is seeking to fill one full-time, but temporary, law clerk position, available immediately and lasting until at least March 30, 2017 (subject to possible extension through September 30, 2017). The position's 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 position also requires case management and other administrative duties. Meticulous attention to detail is required. The law clerk 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.

### **MINIMUM QUALIFICATIONS**

Candidates must have strong academic credentials from an ABA-accredited law school; superior research, writing and analytical skills; and the ability to independently manage a large number of cases. Experience in a comparable position emphasizing legal writing and analysis is preferred. Familiarity with WordPerfect 11 or higher is a plus. Prior federal clerkship or internship is a plus; bar membership is preferred. 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.

The successful candidate must also be a United States citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements.

### **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. Temporary Law Clerks qualify for federal employees' group health and life insurance. Federal employees observe ten paid holidays per year.

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### **INFORMATION FOR APPLICANTS**

Due to the volume of applications received, the Court will only be able to communicate with those individuals who will be interviewed. Please do not call or email to inquire about the status of an application.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The Court is not authorized to reimburse candidates for travel or relocation expenses. The selected candidates will be provisionally hired subject to successful completion of a background investigation by law enforcement agencies.

### **HOW TO APPLY**

Visit the court's web site at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov) to download the job application. **Applicants must submit the following documents to be considered:** cover letter, Application for Federal Branch Employment, resume or curriculum vitae, two recent writing samples, unofficial law school transcripts, and at least three references (preferably current or former employers).

Please submit the completed application packets to: [apply\\_CACD@acd.uscourts.gov](mailto:apply_CACD@acd.uscourts.gov). Incomplete applications may not be considered. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted. Refer to: Vacancy number 17-10.

*The Federal Judiciary is an Equal Employment Opportunity Employer.*