



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Judicial Law Clerk

Classification Level: JSP-12/01 - JSP-13/10

Salary Range: \$93,587 - \$144,676, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date for Applications: December 17, 2020

Closing Date for Applications: January 15, 2021

### POSITION OVERVIEW

The U.S. District Court, Northern CA, is seeking a **Judicial Law Clerk** for a specialized assignment reporting to several judges throughout the district. Duties include extensive legal research and writing on issues on which the court needs assistance, and which may vary from time to time. It is expected that the position will focus on appeals of administrative denials of social security benefits. Qualified applicants must be a member of the California Bar, have excellent academic record, exceptional research and writing skills, and at least one year of experience in the practice of law or as a law clerk. The position will be available commencing February 1, 2021 through at least September 30, 2022.

### QUALIFICATIONS

**Minimum Qualifications** Qualified applicant will be a member of the California Bar, have excellent academic record, exceptional research and writing skills, and at least two years of experience in the practice of law and/or as a law clerk. Prior clerkship experience helpful but not required.

### COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan. Employees qualify for federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

### INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### **APPLICATION PROCEDURE**

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**Please send letter of interest with resume, writing sample, a list of three references, and law school transcript to:**

Chief Judge Phyllis J. Hamilton  
United States District Court  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Or email entire packet to:**

Rowena Espinosa  
Judicial Assistant to the Chief Judge  
[Rowena\\_Espinosa@cand.uscourts.gov](mailto:Rowena_Espinosa@cand.uscourts.gov)