



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

DATE: March 29, 2012
POSITION TITLE: Administrative Law Clerk for the Honorable Thelton E. Henderson
LOCATION: San Francisco, California
CLASS LEVEL: JSP12/01- JSP13/10
SALARY: \$67,963 – \$125,926, DOE
CLOSING DATE: Open until filled

The U.S. District Court, Northern CA, is seeking a Full-Time Administrative Law Clerk for U.S. District Judge Thelton E. Henderson in San Francisco, CA. Duties are approximately 30% clerical/administrative, and 70% traditional law clerk duties (legal research and writing). Qualified applicants will be a member of the Bar, have an excellent academic record, exceptional research and writing skills, and at least two years of experience in the practice of law or as a research attorney. **Position will commence in July 2012 for a one-year term.**

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, LAW SCHOOL TRANSCRIPT, and THREE REFERENCE LETTERS to:

United States District Court
Attn: Chambers of the Honorable Thelton E. Henderson
450 Golden Gate Avenue
San Francisco, CA 94102

INFORMATION FOR APPLICANTS: The successful candidate for this position will be subject to an FBI fingerprint check and background investigation; employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The successful candidate will also be required to adhere to a code of conduct (which is available upon request) and will be 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.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.