



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

DATE: April 26, 2012
POSITION TITLE: Pro Se Law Clerk (Half-time)
LOCATION: San Francisco, California
CLASS LEVEL: JSP11/01- JSP13/10
SALARY: \$33,982 – \$62,963 / Depending upon Experience and Qualifications
CLOSING DATE: May 18, 2012 or until filled

The U.S. District Court, Northern CA, is seeking a half-time Pro Se Law Clerk. The Pro Se Law Clerk screens civil rights complaints and habeas corpus petitions filed by prisoners not represented by counsel, conducts research and assists the court in preparing orders and opinions in these cases, and performs other legal and administrative duties as assigned. The position is based in San Francisco.

A law degree and superior research and writing skills required; civil rights and/or habeas experience preferred. Applicants must submit a cover letter, resume, law school transcript, references and a recent writing sample by May 18, 2012.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:

United States District Court
Attn: Human Resources (Half-time PSLC)
450 Golden Gate Avenue
San Francisco, CA 94102
Or email to: hr@cand.uscourts.gov

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.

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