

United States Court of Appeals for the Ninth Circuit

VACANCY ANNOUNCEMENT



POSITION:**CAREER LAW CLERK**

to the Honorable J. Clifford Wallace
Senior U.S. Circuit Judge

LOCATION:

San Diego, California

SALARY:

JSP Grade 11	\$63,076 - \$81,999
JSP Grade 12	\$75,603 - \$98,281
JSP Grade 13	\$89,902 - \$116,873
JSP Grade 14	\$106,237 - \$138,103

depending on qualifications and salary

CLOSING DATE:

Open until filled

START DATE:

Monday, May 19 or as agreed

POSITION OVERVIEW

Judge Wallace's Chambers are located in the Edward J. Schwartz U.S. Courthouse in San Diego. The position requires both administrative and legal skills.

The Career Law Clerk will have overall responsibility for assisting the Judge in completing a range of necessary administrative tasks. These administrative responsibilities include tracking the Judge's workload from the initial assignment of a case through its completion, preparing reports regarding the status of pending cases, managing the Judge's email and calendar, and maintaining office functionality. The Career Law Clerk is also responsible for the administrative aspects of preparing the Judge for calendar, which includes organizing calendar materials, acquiring court records, and shipping materials.

The administrative tasks in Judge Wallace's Chambers are expected to require half of the work day. Hence, the Career Law Clerk will carry approximately one half the work load of other law clerks in Chambers. Law clerks do research, analysis, and drafting of memoranda, opinions, and other dispositions, in close consultation with Judge Wallace.

REQUIREMENTS

1. College degree
2. Law degree
3. Demonstrated organizational and administrative skills
4. Computer proficiency with word processing, email, and legal research
5. Given the importance of this role in the Judge's Chambers and the amount of training involved, applicants must be willing to make a minimum of a 2 year commitment to the position
6. The Guide to Judiciary Policy, Vol. 12, Appx. 5F page 3 requires a number of years of legal work experience, as follows:
 - For grade JS 11: 0 years of legal experience, no bar membership required
 - For grade JS 12: 1 year of legal experience, bar membership required
 - For grade JS 13: 2 years of legal experience, bar membership required
 - For grade JS 14: 3 years of legal experience (including two years served in a legal capacity in the federal judiciary), bar membership required

BENEFITS

1. 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
2. Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, long-term disability and long-term care coverage.
3. Flexible spending account allows you to pay uncovered health and dependent care expenses with tax-free dollars.
4. Federal retirement system and optional employer-matching Thrift Savings Plan (similar to a 401K).
5. Mass transit subsidy.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. Positions with the U.S. Courts are "at will", and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and fingerprinting. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required. The Court is an Equal Opportunity Employer.

TO APPLY

Please submit resume (including undergraduate degree and institution), law school transcript, detailed cover letter, and 3 references to WAS@ca9.uscourts.gov. Only candidates selected to interview will be notified.