



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 to Chief Judge Phyllis J. Hamilton

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

Salary Range: \$86,663 - \$133,967, Depending upon Experience and Qualifications

Location: Oakland, CA

Opening Date: February 28, 2017

Number of Positions: 2

POSITION OVERVIEW

The U.S. District Court, Northern CA, is seeking **Judicial Law Clerks** for Chief United States District Judge Phyllis J. Hamilton in Oakland. Duties include extensive legal research and writing on full range of issues arising in federal court litigation. Qualified applicant must 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 or as a law clerk. One position will commence on September 1, 2017 and one position will commence on January 1, 2018, each for a period of two years.

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

Please send letter of interest with resume, writing sample, a list of three references, and law school transcript by March 20, 2017 to:

Hon. Phyllis J. Hamilton
United States District Court
1301 Clay Street, Suite 400S
Oakland, CA 94612