



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
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**Oakland Division**  
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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 Judge Jeffrey S. White

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

Salary Range: \$103,053 - \$133,967, Depending upon Experience and Qualifications

Location: Oakland, CA

Opening Date: March 9, 2017

Number of Positions: 1

### POSITION OVERVIEW

The U.S. District Court for the Northern District of California is seeking a full-time Judicial Law Clerk for United States District Judge Jeffrey S. White in Oakland. Duties are approximately 85% traditional law clerk duties (extensive legal research and writing on a wide range of issues) and 15% chambers-related clerical/administrative. Position start date to be determined, on a date between April 3, 2017 and April 24, 2017. The position would require a commitment to a fixed term of two years with the possibility of renewal for a second fixed term of up to two years.

### QUALIFICATIONS

**Minimum Qualifications:** Qualified applicants must have a JD from an accredited law school, bar membership, a minimum of two years prior litigation experience, and exceptional research and writing skills. Prior clerkships, staff attorney experience, or judicial externships are preferred but not required. An interest in criminal law is preferred 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.

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

### **APPLICATION PROCEDURE**

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Please send a letter of interest, resume, list of three references, and two writing samples of no more than 10 pages each by electronic mail to: [JSW\\_Applications@cand.uscourts.gov](mailto:JSW_Applications@cand.uscourts.gov)

Applicants are strongly encouraged to submit all application materials in a single PDF file attached to an email.

The position is open until filled and applications will be reviewed on a rolling basis. Applicants are strongly encouraged to apply before March 23, 2017.