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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: Law Clerk

Classification Level: JSP 11/01 - JSP 14/10

Salary Range: \$73,905 - \$161,817/annually, depending upon experience and qualifications

Location: Oakland, CA

Opening Date: June 4, 2018

Number of Positions: 3

POSITION OVERVIEW

United States Senior District Judge Claudia Wilken has several law clerk openings. Candidates will be interviewed on a rolling basis starting in June. The positions will be open until filled.

One position may be open as early as July 2018, others in August and September 2018.

Openings may be for a one-year "Term Law Clerk-Chambers" or for a "Career Law Clerk-Chambers" position. Some positions may include administrative responsibilities in addition to traditional law clerk duties. Candidates should specify their interests when they apply.

Candidates who previously applied for a term clerkship with Judge Wilken in 2018 will be considered for these openings and should not re-apply.

QUALIFICATIONS

A qualified applicant will be an active member of the Bar of any state, have an excellent academic record, exceptional research, writing, organizational and communication skills, and at least one year of post-graduate experience in the practice of law or as a law clerk. Prior clerkship experience is preferred. Must have a demonstrated ability to work independently and as part of a team.

COMPENSATION

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan.

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.

The court will communicate with those candidates selected for interview.

APPLICATION PROCEDURE

Please submit a cover letter, resume, writing sample, three letters of recommendation or list of references and law school transcript through OSCAR (<https://oscar.uscourts.gov/>).