



RICHARD SEEBORG
Chief Judge

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

JOB ANNOUNCEMENT

SUPERSEDES AD POSTED 12/9/2024

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Pro Se Law Clerk (Full-Time)

Classification Level: JSP-12/01 to JSP-14/10

Salary Range: \$110,788 - \$195,200, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: January 21, 2025

Closing Date: Open Until Filled

(Priority consideration given to applicants who apply by January 17, 2025)

Estimated Start Date: February 18, 2025

POSITION OVERVIEW

The U.S. District Court for the Northern District of California is seeking a full-time Pro Se Law Clerk to assist the Court with the processing of civil rights complaints and habeas corpus petitions filed by prisoners not represented by counsel. The Pro Se Law Clerk screens the complaints and petitions, conducts legal research, and prepares proposed orders and opinions in these cases for the Court, and performs other legal and administrative duties as assigned. The position is based in San Francisco, CA but telework arrangements may be considered.

QUALIFICATIONS

The Court seeks candidates with a law degree and bar admission and superior legal research and writing skills. Civil rights and/or habeas or criminal law experience is strongly preferred.

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. Pro se law clerks qualify for federal employee's group health insurance, life insurance, dental/vision insurance, and flexible benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to an 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.

*The United States District Court is
an equal focused employer.*

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Applicants with disabilities: If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit at 415-522-2147. Determinations on such requests will be made on a case-by-case basis.

APPLICATION PROCEDURE

Please submit a completed Federal Judicial Branch Application for Employment (AO 78 form available through the following link: [Form AO78.pdf](#)), along with a cover letter, resume, references, law school transcript and recent writing sample to:

United States District Court-NDCA
Attn: Human Resources (Full-Time PSLC)
via email: hr@cand.uscourts.gov

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