CAREER OPPORTUNITY

RICHARD SEEBORG
Chief Judge

San Francisco Courthouse
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Courthouse
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street
San Jose, CA 95113

**Eureka-McKinleyville
Courthouse**
3140 Boeing Avenue
McKinleyville, CA 95519

UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF CALIFORNIA

Position: Judicial Law Clerk to Judge Rita F. Lin
Salary Range: $85,508–$121,873 (commensurate with experience and education)
Classification: JSP-11 through JSP-13
Location: San Francisco CA

Priority cut-off date is **October 16, 2023**. Interviews may be conducted before the priority cut-off date.

POSITION OVERVIEW

Judge Rita F. Lin of the Northern District of California, San Francisco courthouse, is currently accepting applications for term clerk positions to begin November 1, 2023, and to continue through August 2024. Judge Lin is also accepting applications for 12-month term clerk positions to begin in August 2024. Chambers will begin reviewing applications as received, and interviews will be conducted on a rolling basis. Early application is to your advantage.

Applicants should possess a strong academic record; excellent research, writing, and communications skills; the ability to work both independently and with a team in a fast-paced environment while exhibiting kindness and integrity at all times; a strong work ethic; and dedication to the fair and equal administration of justice. Applicants with at least a year of prior experience in litigation practice and/or a federal clerkship are preferred. Writing samples should be no longer than twenty pages, and must be your own writing without significant substantive editing by others. Please do not mail hard-copy applications or letters of recommendation to chambers unless directed to do so.

OTHER 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), must adhere to a code of conduct, and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

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.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

APPLICATION PROCEDURE

Please submit via OSCAR (https://oscar.uscourts.gov/) a resume; cover letter that explains why you want this specific clerkship (please, no form letters); a law school transcript; a college transcript; a writing sample of no more than 20 pages reflecting the applicant's own work without significant substantive editing by others; up to three letters of recommendation; and a list of references that includes 1-2 references for each prior employer (whether legal or non-legal) or a reason why a reference cannot be provided for that employer.