



**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: Pro Se Law Clerk

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

Salary Range: \$78,861 - \$172,500, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: June 1, 2021

Closing Date: Open Until Filled (priority cut-off date, May 10, 2021)

Number of Positions: 1

Estimated Start Date: June 1 to 14, 2021 (position funded through December 31, 2021)

### POSITION OVERVIEW

The U.S. District Court, Northern CA, is seeking a Pro Se Law Clerk. The Pro Se Law Clerk screens civil rights complaints and habeas corpus petitions filed by prisoners not represented by counsel, conducts legal research and assists the court in preparing orders and opinions in these cases, and performs other legal and administrative duties as assigned. The position is based in San Francisco, CA.

### QUALIFICATIONS

The court seeks candidates with a law degree 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 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.

The United States District Court for the Northern District of California is an Equal Opportunity Employer.

## **HOW TO APPLY**

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Please submit a cover letter, resume, references, law school transcript and a recent writing sample to:

United States District Court-NDCA  
Attn: Human Resources (PSLC)

via email: [hr@cand.uscourts.gov](mailto:hr@cand.uscourts.gov)

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