



**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

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Temporary Pro Se Law Clerk

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

Salary Range: \$108,245 - \$191,900, Depending upon Experience and Qualifications

Location: San Jose, CA

Opening Date: October 4, 2024

Closing Date: Open Until Filled

Estimated Start Date: October 7, 2024

### POSITION OVERVIEW

The U.S. District Court for the Northern District of California is seeking a Temporary Pro Se Law Clerk to assist the court with civil rights complaints and habeas corpus petitions filed by prisoners not represented by counsel. The position is temporary (October 7 thru November 6, 2024 with possible extension), full-time and based in San Jose, 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. This temporary appointment does not meet the eligibility requirements to receive 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.

### 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

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

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**

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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 (Temporary 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.