

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA

JUDICIAL LAW CLERK

Position Available

Sacramento Division #24-01

Open until 8/16/24

Currently, the salary range for this position is \$80,217-\$96,148 per annum (JSP 11/1 - 12/1), depending upon prior experience and bar membership.

Position Overview

The successful candidate will serve as law clerk to the Honorable Ronald H. Sargis. Judicial law clerks are primarily responsible for legal research and the preparation of orders, memoranda, and draft opinions. This position includes the management of externs, oversight of their workload and court experience. A demonstrated interest in bankruptcy law is preferred. This position is located in Sacramento, California, and is a term position until September 2026. This position may be extended or convert to a career position upon agreement of both parties.

Minimum Qualifications

To qualify for this position, you must be a law school graduate by the start date of the clerkship with academic standing within the upper quarter of the class or other demonstrated academic excellence. Applicants must possess excellent research, analytical, writing and communications skills, and PC proficiency.

New law school graduates without post-graduate legal experience will be hired at the JSP 11 level.

For attorneys entering the federal court system for the first time, to qualify for a JSP Grade 12, an individual must have one year of legal work experience after graduation from law school.

Position Overview:

To qualify for a JSP Grade 13, an individual must have two years of legal work experience after graduation from law school. All entering attorneys will be placed at salary range minimum.

To be placed at the JSP Grade 14, you must be a bar member and have three years of legal experience. Two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

For current federal employees, salary placement will be determined by highest previous grade and step.

Application Process

Applicants should submit a cover letter, current resume with two letters of reference, law school transcripts and writing samples (no longer than 10 pages) utilizing the OSCAR tool at:

<https://oscar.uscourts.gov/>

This position will remain open until filled. Candidates must travel for interviews at their own expense. No relocation expenses will be provided. Interviews may also be available by video conference.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available for applicants to review upon request.

Employee Benefits

Participation in the Federal Employees Health Benefits Program

Participation in group life insurance

Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis

A minimum of eleven (11) paid holidays per year

Prescribed salary progression based on acceptable performance

Please see the job posting on the Court's website for Conditions of Employment and additional information:

<https://www.caeb.uscourts.gov/Employment>