

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-5583

[www.casd.uscourts.gov](http://www.casd.uscourts.gov)

## Administrative Law Clerk to District Judge

Honorable Barry Ted Moskowitz

Vacancy Announcement #09-06

<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>LOCATION:</b>	<b>San Diego, California</b>
<b>DESIRED START DATE:</b>	<b>August 3, 2009</b>

To apply for this position, send cover letter, resume, transcripts, letters of recommendation, and writing sample to:

Honorable Barry Ted Moskowitz

U.S. District Court

940 Front Street, Ste. 5160

San Diego, CA 92101-8900

**Responsibilities and Duties:** Performs administrative duties for the Judge, including, but not limited to: preparing materials for the Judge's criminal calendar, drafting correspondence, proofreading and editing documents, preparing periodic reports, making travel arrangements, preparing travel vouchers, answering and routing telephone calls, managing Chambers' mail and e-mail, arranging meetings and conferences, maintaining Judge's calendar, maintaining and updating files, and ordering office supplies. Acts as a liaison between the Judge and attorneys, court personnel, and others. Also performs legal duties, including preparing jury instructions, reviewing complaints, and researching legal issues. Works on motions in criminal and civil cases, drafts bench memoranda and proposed orders, and monitors progress of cases. May also be assigned to special projects as needed.

**Qualifications:** To qualify for the position of Administrative Law Clerk to U.S. District Judge Barry Ted Moskowitz, an individual must be a law school graduate. Previous legal and/or Federal clerkship experience is also preferred.

<b>Promotion Potential Judiciary Salary Plan</b>	<b>(Years) Legal Exp.</b>	<b>Bar Membership Required</b>	<b>Salary Range</b>
Grade JSP 11	0	No	\$61,157 - \$ 79,499
Grade JSP 12	1*	Yes	\$73,302 - \$ 95,288
Grade JSP 13	2*	Yes	\$87,167 - \$113,319

**Bar Membership:** For Grades 12 and 13, must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

\*For attorneys entering the federal court system for the first time, to qualify for grade 12, an individual must have one year of legal work experience after graduation from law school. To qualify for grade 13, an individual must have two years of legal work experience after graduation from law school.

**Legal Work Experience:** Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

**Educational Requirement:** A degree from a law school of recognized standing with high academic achievement is required.

**Personal Characteristics:** Successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer literacy is required. Experience working in a Windows environment is preferred.

## DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

In cases where the applicant is a non-citizen of the United States, eligibility for employment will be dependent on whether the applicant is exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries. The Court is prohibited from using appropriated funds to pay federal employees whose post of duty is in the continental United States unless they are United States Citizens or meet one of limited exceptions to this prohibition. This includes being a citizen of a country that is “allied with the United States in a current defense effort” and, under limited conditions, citizens of certain other countries. See 5 U.S.C. § 3101. Therefore, the eligibility of any non-citizen will be verified prior to an interview.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’ license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER