



**Position:** Law Clerk to a U.S. District Judge  
**Classification Level:** JSP 11/01 – JSP 14/01  
**Salary Range:** \$76,135 - \$128,230  
**Location:** Los Angeles, California  
**First Opening Date:** April 2024  
**Closing Date:** Open until filled

## POSITION

The United States District Court, Central District of California, invites applications for the position of Term Law Clerk to the Honorable Maame Ewusi-Mensah Frimpong, United States District Judge. The details of specific positions, including start dates, can be found on OSCAR. The position has a two-year term, but Judge Frimpong may select a career law clerk from this set of law clerks, once hired.

Principal duties of the position include:

- Research substantive issues of federal and state law;
- Draft legal memoranda, opinions and orders;
- Prepare the Judge for hearings, trials, or mediations;
- Perform basic administrative desk duties for the Judge;
- Assist the Judge and Courtroom Deputy Clerk with docket and case management;
- Generally provide legal counsel and support to the Judge; and
- Exhibit the highest standards of excellence and integrity.

## QUALIFICATIONS

Judge Frimpong welcomes applicants with diverse backgrounds and from all law schools.

At the time of appointment, the candidate must possess the following minimum requirements:

- Graduate of an ABA accredited law school with excellent academic credentials;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment;
- Proficiency in computer and word processing skills;
- Excellent oral and written communication skills;
- Exceptional skills in organization and management of systems and processes;
- Strong interest in all facets of civil litigation; and
- Demonstrated commitment to public service, diversity, and an inclusive work environment.

The minimum qualifications described above may shown through experience, including but not limited to the following:

- Prior federal clerkship experience;
- Litigation experience (to include significant motion practice);
- Law review or law journal experience;

- Moot court experience;
- Other work experience prior to law school; or
- Other experience that demonstrates the skills or the commitment to public service, diversity, and an inclusive work environment described above.

Although post-law school work experience is a significant plus factor, such experience is not required, and Judge Frimpong will consider applications from current law students. For students in the graduating class of 2025, Judge Frimpong will not accept applications before 12:00 pm EDT on June 10, 2024, pursuant to the Federal Law Clerk Hiring Plan. Other candidates are free to apply prior to that date.

## **APPLICATION MATERIALS**

- Cover Letter
- Resume
- Writing Sample (Please select a writing sample that has not been substantially edited by another person. With each writing sample, please include a writing sample cover sheet specifying whether the sample has been edited by another person, reflects external conversations, or is the product of outside feedback in any way. The writing sample should be no longer than 15 pages.)
- Statement of Qualifications
- 2–4 Letters of Recommendation
- 3 Professional References (candidates with post-law school work experience should include at least one reference from a post-law school employer.)
- Law School Transcript
- Undergraduate Transcript

## **STATEMENT OF QUALIFICATIONS**

Candidates must submit a Statement of Qualifications addressing the topics below. The Statement of Qualifications must be 12-point font, single-spaced, minimum one-inch margins, and no more than three pages.

- Experience with issues of cultural competence, sensitivity to and understanding of diverse socioeconomic, gender identity, sexual orientation, abilities, and ethnic backgrounds of people in our community.
- Experience and education outside the legal profession and how they enabled or encumbered your career and personal growth.
- Management and leadership experience.
- Efforts taken to improve our system of justice and increase access to justice.

## **COMPENSATION AND BENEFITS**

Compensation will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judicial Salary Plan. Term Law Clerks qualify for federal employees' group health insurance, life insurance, flexible spending accounts, dental and life insurance. Commuter subsidies are available to employees who utilize public transportation to and from work.

## **INFORMATION FOR APPLICANTS**

- As a condition of employment, the successful candidate is required to undergo an FBI background check. The selectee may be appointed provisionally, with retention dependent upon a favorable suitability determination from the background check.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- Applicants selected for interview must travel at their own expense or be available to interview via videoconference. Relocation expenses will not be reimbursed.
- The United States District Court requires employees to adhere to the *Code of Conduct for Federal Judicial Employees*, which is available on the Court's website: <http://www.cacd.uscourts.gov>.
- If you require an accommodation for any part of this process, please contact Judge Frimpong's Chambers at MEMF\_Chambers@cacd.uscourts.gov.

## **HOW TO APPLY**

Interested applicants should apply through OSCAR: <https://oscar.uscourts.gov/>.

Due to the volume of applications received, the U.S. District Court will only communicate with those individuals who may be interviewed. References will be contacted after the interview stage.

*The Federal Judiciary is an Equal Employment Opportunity Employer.*