



# *Superior Court of California*

## *County of San Francisco*

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

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## **VOLUNTEER LAW CLERKS WANTED**

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The Superior Court of California, County of San Francisco, is seeking attorneys interested in unpaid six-month volunteer law clerk assignments with the Court. These volunteer assignments may allow attorneys to enhance their legal expertise and contribute in a meaningful way to the fair and efficient administration of justice in San Francisco. Volunteer Law Clerks are assigned in the Civil Division, Law and Motion Department, Office of the Presiding Judge, Criminal Division, or Unified Family Court, and will work directly with Judges, providing legal research, briefs and memos.

**COMPENSATION:** These are unpaid volunteer assignments in the Court.

**FINAL FILING DATE:** Résumés and writing samples will be accepted on an ongoing basis. However, early submission is encouraged since the Court may cease accepting applications when a suitable pool is achieved.

Please submit the following by personal delivery or U. S. Mail to 400 McAllister Street, Room 205, San Francisco, CA 94102, or as attachments to email to: [shmartin@sftc.org](mailto:shmartin@sftc.org),

- A résumé, including related work experience and law school activities.
- A writing sample of not more than three pages in length.

**QUALIFICATIONS:**

Volunteers must be recent law school graduates. Volunteers must be skilled in legal writing and research; be able to type and use computer equipment; and be acquainted with the use of Lexis and Westlaw.

**SELECTION PROCESS:**

Résumés and writing samples received will be evaluated and the Court will select for interview only those volunteers it deems may best meet the needs of the Court.

**ASSIGNMENT TERM:**

Volunteers are asked to make a commitment for at least six months.

**Security Clearance:** Volunteers selected to work for the Court will be subject to security clearance by fingerprinting.

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, RELIGION, SEX, NATIONAL ORIGIN, ETHNICITY, AGE, PHYSICAL HANDICAP, POLITICAL AFFILIATION, SEXUAL ORIENTATION, ANCESTRY, MARITAL STATUS, COLOR, MEDICAL CONDITION, OR OTHER NON-MERIT FACTOR.

REASONABLE ACCOMMODATION MAY BE MADE SO THOSE HANDICAPPED APPLICANTS CAN PARTICIPATE IN THE SELECTION PROCESS.

*For further explanation concerning any of the above information, contact the Human Resources Office of the California Superior Court, County of San Francisco (415) 551-5965.*

*Additional copies of this announcement are available at: Room 205 at 400 McAllister Street, San Francisco, CA 94102 or directly from <http://www.sanfranciscosuperiorcourt.org>.*