



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TEXAS  
MIDLAND/ODESSA DIVISION**

**LAW CLERK POSITION**

The United States District Court for the Western District of Texas seeks qualified applicants for the position of Term Law Clerk to United States Magistrate Judge Ronald C. Griffin. The clerkship appointment will be a one-year term, beginning on or before July 2020.

**Qualifications:** An applicant must be a graduate of an accredited law school, have excellent academic credentials, possess superior legal research and writing skills and be proficient in computer-assisted research. The applicant must be a team player and willing to perform administrative tasks as needed. The applicant will be expected to draft orders and other documents in an efficient, thorough, and timely manner. Preference will be given to those applicants with (a) civil litigation experience and (b) familiarity with federal law and procedure.

**Grade/Step:** Depending on qualifications, JSP 11/Step 1 to JSP 13/Step 1 for the first year, with potential for a grade or step increase the second year. The position is eligible for health, dental, vision, and life insurance coverage.

**Application Procedure:** Qualified candidates may apply via OSCAR. Applicants will be considered as soon as received and will continue to be considered until the position is filled. Candidates should mention in their cover letters whether they have any connection to West Texas.

*The United States District Court is an Equal Opportunity Employer. The Court is not authorized to reimburse travel expenses for interviews or relocation. Please note that the final candidate will be subject to criminal history and financial background investigations, which include fingerprinting. This position is subject to mandatory electronic direct deposit of salary payments.*