



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS**

Position Title: Term Law Clerk
Term: February 5, 2024 – August 5, 2025
Location: Midland, Texas
Closing Date: Open Until Filled (Applications will be considered as soon as received and will continue to be considered until the position is filled)
Salary Range: \$69,107 - \$98,496 (JSP 11-13) (*Salary commensurate with experience*)
Current or former federal law clerks may be eligible for a grade & step match

POSITION OVERVIEW: The United States District Court for the Western District of Texas is seeking applicants for a Term Judicial Law Clerk position to support U.S. Magistrate Judge Griffin in the Midland/Odessa Division. The law clerk's primary responsibility is to assist the magistrate judge in actively managing the civil docket, ensuring that cases reach trial or settlement through efficient discovery and motion practice. The law clerk also supports the magistrate judge in their criminal duties by providing research and drafting on criminal law and procedure issues as they arise.

QUALIFICATIONS: To qualify for the Law Clerk position, an applicant must have graduated from 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 efficiently, thoroughly, and timely. Preference will be given to those applicants with (a) civil litigation experience and (b) familiarity with federal law and procedure and (c) journal or other legal-writing experience.

BENEFITS: This position is entitled to health insurance, scheduled holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, including FBI fingerprinting. In addition, the applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who shows proof of seeking citizenship.

APPLICATION PROCEDURE: Applicants can apply electronically through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov>. We will not review applications received by mail or outside of OSCAR.

The Court reserves the right to modify this job announcement's conditions, withdraw the announcement, or fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This Court provides reasonable accommodations to applicants with disabilities. Please notify the local human resources representative if you need reasonable accommodation for any part of the application and interviewing process. The decision on granting reasonable accommodations will be made on a case-by-case basis.

****** The Court is an Equal Opportunity Employer ******