



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

Position Title: Term Law Clerk

Term: 2025 – 2026

Location: Waco, Texas

Closing Date: December 1, 2025

Salary Range: \$73,939 - \$105,383 (JSP 11-13)

Please note: Current or former federal law clerks may be eligible for employment at the JSP-14

POSITION OVERVIEW: The United States District Court for the Western District of Texas is recruiting for a term law clerk to U.S. Magistrate Judge Derek T. Gilliland, beginning in September 2025. The term law clerk assists the magistrate judge with the civil docket by preparing the judge for hearings, researching legal issues, drafting orders and reports and recommendations for the judge’s review, and assisting with trials. The term law clerk also supports the judge with the criminal docket by managing warrant and other requests from the U.S. Attorney’s Office, researching criminal law and procedure issues, and drafting orders and recommendations on motions.

QUALIFICATIONS: To qualify for the position of Term Law Clerk, an applicant must be a graduate of an accredited law school, possess superior legal research and writing skills, and be proficient in computer-assisted research. The applicant must have excellent academic credentials, including being in the top 25% of the applicant’s law school commencement class. Law review membership and litigation experience are preferred but not required. In addition to possessing strong legal credentials, the applicant must be willing to perform various administrative tasks as needed. The ability to analyze legal issues and draft orders and recommendations that comply with the judge’s requirements are a must.

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, which include FBI fingerprinting. 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: Qualified applicants may apply by submitting a cover letter (include job title), detailed resume, email address, daytime phone number, law school transcripts, writing sample, and any letters of recommendation. The packet should be submitted as a single .pdf document to: TXWDml_NoJudge_Chambers_WA_JudgeGilliland@txwd.uscourts.gov.

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

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to 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. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.