



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

Position Title: **Judicial Law Clerk (Career or Term)**
Location: **El Paso, Texas**
Salary Range: **\$73,939 - \$124,531 (JSP 11-14)** *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 accepting applications for a Judicial Law Clerk (Career or Term) to support a United States Magistrate Judge in the El Paso Division. This position provides essential legal, administrative, and case-related support to a United States Magistrate Judge. This role is integral to the effective operation of chambers and require professionalism, discretion, teamwork, and a strong commitment to public service.

This Judicial Law Clerk position assists the magistrate judge in managing a busy criminal and civil docket. Duties include, but are not limited to:

- Assisting with active management of the civil docket, including discovery and motion practice to ensure timely resolution of cases;
- Conducting legal research and drafting memoranda, orders, reports and recommendations, and other judicial documents;
- Providing research and drafting assistance on criminal law and procedure issues as they arise;
- Reviewing pleadings and motions and preparing summaries or recommendations for the judge;
- Managing chambers' case management system;
- Maintaining the judge's personal and court calendars;
- Coordinating with court staff and offices to fulfill chambers' operational needs;
- Preparing, editing, and processing legal documents;
- Assisting the judge as needed;
- Gathering and maintaining statistical data for reports;
- Arranging meetings, hearings, conferences, and travel itineraries;
- Receiving, reviewing, and routing correspondence;
- Locating, scanning, copying, filing, certifying, and tracking documents;
- Maintaining, updating, and purging files;
- Managing office supplies and equipment; and
- Handling routine office matters and performing other duties as assigned.

QUALIFICATIONS

- Graduation from an accredited law school;
- Excellent academic credentials;
- Superior legal research and writing skills;
- Proficiency in computer-assisted legal research;
- Ability to draft high-quality work efficiently, thoroughly, and timely;
- Civil litigation experience and familiarity with federal law and procedure;
- Ability to work collaboratively and perform administrative tasks as needed;
- Exceptional interpersonal and communication skills;
- Strong organizational skills and attention to detail in a deadline-driven environment;
- Ability to work independently, anticipate needs, and manage multiple projects simultaneously;
- Proficiency with Word, Excel, Adobe Acrobat, internet-based research tools, and legal research platforms (including Westlaw);
- Ability to exercise tact, good judgment, initiative, and discretion;
- Ability to maintain strict confidentiality of judicial and chambers matters; and
- Availability for overtime and overnight travel as needed.

This position is particularly well suited for applicants with a civil law background who may have an interest in criminal law and criminal procedure and offers valuable experience for future practice in this area.

Appointments may be **Career or Term**, depending on qualifications and court needs.

BENEFITS. This position is eligible for health insurance, scheduled holidays, and periodic salary increases. Career Law Clerk appointments provide additional benefits, including retirement and participation in the Thrift Savings Plan. The Court is not authorized to reimburse travel or relocation expenses. Participation in Electronic Funds Transfer for payroll is mandatory.

CONDITIONS OF EMPLOYMENT. The final candidate will be subject to criminal history and financial background investigations, including FBI fingerprinting. Applicants must be United States citizens or lawful permanent residents (green card holders) who show proof of seeking citizenship.

APPLICATION PROCEDURE. Please submit applications through OSCAR. Applications should include the following: cover letter; resume; email address and daytime phone number; undergraduate and law school transcripts; a writing sample; and two letters of recommendation. For applicants who cannot use OSCAR, applications may be submitted by emailing a PDF applicant packet to: TXWDml_Chambers_EP_JudgeBerton@txwd.uscourts.gov

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 a 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 ******