



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

Position: Pro Se Law Clerk
Closing Date: Open until filled, applications will be reviewed as they are received.
Salary Range: \$ 74,678 - \$168,110 (JSP 11 - 14) [salary commensurate with experience and location]
Location: Multiple Locations within the Western District of Texas
(Austin, El Paso, and San Antonio)

Additional information on these vacancies is available on OSCAR (<https://oscar.uscourts.gov/>). See Application Procedures below to determine location for each posting.

Due to a significant increase in civil filings, the Western District of Texas is currently accepting applications for multiple Pro Se law clerk positions. These positions will be allocated to the chambers of district judges in the Austin, El Paso and San Antonio Divisions. Based on current data, funding for these positions is expected to last at least until December 31, 2028, and may be renewed thereafter, depending on the availability of funds. The positions are open for an immediate start. However, the start date may be negotiable based on current law clerk term commitments.

Representative Duties (may include some or all the following):

- Perform research and writing on substantive and procedural issues and prepare bench memos, orders, and opinions on matters pending before the judges.
- Work under the supervision of the district judges and guidance of career law clerks.
- Manage an assigned portion of the docket and may handle all matters that arise in those cases from the filing of the complaint or petition through judgment.
- May perform substantive screening of prisoner petitions and motions, including state habeas corpus petitions, immigration habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Performs other duties, as assigned.

Qualifications: Graduation from an accredited law school. A strong work ethic, and excellent organizational, communication, and research and writing skills are required. Applicant must possess proficient typing and personal computer skills.

Application Procedures: Please submit all application materials through OSCAR (<https://oscar.uscourts.gov/>). Once logged in, click on Positions > All Positions > type "Alia Moses" in the Search Positions field. Click on Chief Judge Alia Moses' name for each Pro Se Law Clerk listing. Although the system notes Del Rio, these positions will be located in Austin, El Paso, or San Antonio as specifically noted in each individual listing.

*** The United States District Court is an Equal Opportunity Employer ***

Although this position acts in capacity of a Staff Attorney, the official job title for this position is Pro Se Law Clerk and all official appointment documents after hire will reference that title. 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 interview process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note final candidates will undergo a fingerprint and credit check.