



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

Position Title: Career Law Clerk
Location: San Antonio, Texas
Closing Date: May 16, 2022
Salary Range: \$66,892 - \$95,339 (JSP 11-13) *Salary commensurate with experience*
Current or former federal law clerks may be eligible for appointment at the JSP-14

The United States District Court for the Western District of Texas is seeking applicants for a Career Judicial Law Clerk position to support Magistrate Judge Henry J. Bemporad in the San Antonio Division. This position is anticipated to begin September 25, 2023.

POSITION OVERVIEW: The Court's caseload is evenly split between criminal and civil cases. 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 civil caseload is comprised of a wide variety of federal and state-law matters including contract disputes, tort claims, employment discrimination actions, intellectual property disputes (patent, copyright, and related matters), civil rights actions, and other matters. The law clerk also supports the magistrate judge in criminal duties by providing research and drafting on criminal law and procedural 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 will be expected to perform administrative and case management tasks as needed. The applicant will be expected to draft orders and other documents efficiently, thoroughly, and in a timely manner. Preference will be given to those applicants with (a) civil litigation experience and (b) familiarity with federal law and procedure.

BENEFITS: This position is entitled to health insurance, scheduled holidays, periodic salary increases, retirement, and participation in the Thrift Savings Plan. 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 is seeking citizenship.

APPLICATION PROCEDURE: Qualified applicants may apply by submitting a cover letter; detailed resume with e-mail address and daytime phone number; law school transcripts; two writing samples; and three letters of recommendation. Please email all required documents in one PDF document to Wendy Branham, Judicial Assistant: Wendy.Branham@txwd.uscourts.gov

Applicants selected for employment will be required to complete a COVID-19 Vaccination Status Attestation form prior to hiring. All new employees must be fully vaccinated against COVID-19 or agree to weekly testing. Before the start date, the new employee must present proof of vaccination or submit a recent negative covid test result.

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 ******