



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TEXAS

**Position Title:** Temporary Law Clerk (USDC 20-19)  
**Location:** Austin, Texas  
**Closing Date:** June 30, 2020 (Applications will be considered as soon as received and will continue to be considered until the position is filled)  
**Salary:** \$65,235 (JSP 11/1)

**POSITION OVERVIEW:** The United States District Court for the Western District of Texas is recruiting for a temporary law clerk to a district judge. This temporary position is funded from August 3, 2020 through August 4, 2021. A law clerk to a district judge performs research and writing on substantive and procedural issues and is responsible for preparing bench memos and orders on matters pending before the judge. The temporary law clerk will work under the supervision of the district judge. The temporary law clerk is expected to manage an assigned portion of the docket and handle all matters that arise in those cases from the filing of the complaint through judgment.

**QUALIFICATIONS:** To qualify for the position of temporary law clerk, an applicant must be a graduate of 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 in an efficient, thorough, and timely manner. Post law school work experience is preferred, but not required.

**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 show proof of seeking citizenship.

**APPLICATION PROCEDURE:** Qualified candidates may apply by emailing a cover letter, resume, writing sample, and law school transcripts in a single .pdf document to [TXWRecruitment@txwd.uscourts.gov](mailto:TXWRecruitment@txwd.uscourts.gov). The hiring judge prefers a writing sample that has been prepared in the work environment. Incomplete submissions may not be considered.

\*\*\*\* 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.*