



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS

Position Title: Term Law Clerk (USDC 22-02)
Location: El Paso, Texas
Closing Date: Priority consideration given to candidates that apply by December 15, 2022
Salary Range: \$66,214 - \$111,521 (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 seeking applicants for a Term Judicial Law Clerk position to support a Magistrate Judge in the El Paso Office. 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 law clerk also supports the magistrate judge in their criminal duties by providing research and drafting on criminal law and procedure 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 must be a team player and willing to perform administrative tasks as needed. The applicant will be expected to draft orders and other documents efficiently, thoroughly, and timely. 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, 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, including FBI fingerprinting. In addition, 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/number listed above), detailed resume, e-mail 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: TXWRecruitment@txwd.uscourts.gov with the subject line: USDC 22-02 Law Clerk. Please note in the email if the application is for the Term or Career Law Clerk. For first consideration, applications must be received by December 15, 2022.

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 ****