



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

**Position Title:** Term Law Clerk  
**Term:** May 2022 - August 2023  
**Location:** Austin, Texas  
**Closing Date:** April 29, 2022  
**Salary Range:** \$67,696 - \$96,485 (JSP 11-13)

**Please note:** Current or former federal law clerks may be eligible for appointment at the JSP-14

**POSITION OVERVIEW:** The United States District Court for the Western District of Texas is recruiting for a term law clerk to U.S. Magistrate Judge Susan Hightower. The term law clerk assists the magistrate judge with the fast-paced civil docket by preparing the judge for hearings, researching legal issues, and drafting orders and reports and recommendations. The term law clerk will work under the supervision of the magistrate judge and guidance of the career law clerk. The term law clerk will manage an assigned portion of the docket and handle all matters that arise in those cases.

**QUALIFICATIONS:** To qualify for the position of Term Law Clerk, an applicant must be a graduate of an accredited law school, have excellent academic credentials, possess superior legal research, writing, and analytical skills, and be proficient in computer-assisted research. The applicant will be expected to draft orders and other documents in an efficient, thorough, and timely manner. Preference will be given to those applicants with (a) civil litigation experience, (b) familiarity with federal law and procedure, and (c) journal or other legal writing experience.

**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 shows proof of seeking citizenship.

For additional information please visit OSCAR (<https://oscar.uscourts.gov/>)

**APPLICATION PROCEDURE:** Please submit applications through OSCAR. For applicants who cannot use OSCAR, applications may be submitted by emailing a PDF applicant packet to: [Susan.Hightower@txwd.uscourts.gov](mailto:Susan.Hightower@txwd.uscourts.gov)

**\*\*\* 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.*