



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

Position Title: Term Law Clerk – Job # 22-23

Term: Two Years

Location: San Antonio, Texas

Closing Date: Open Until Filled

Salary Range: \$66,892 - \$95,339 (JSP 11-13)

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 recruiting for a law clerk to Chief U.S. District Judge Orlando L. Garcia to serve a two-year term beginning September 19, 2022. A law clerk to a district judge performs research and writing on substantive and procedural issues and is responsible for preparing bench memos, orders, and opinions on matters pending before the judge. The term law clerk will work under the supervision of the district 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 from the filing of the complaint through judgment.

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, analytical, 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) post-law school work experience, (b) civil litigation experience, and/or (c) 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 candidates may apply by including a cover letter (include job title/number listed above), detailed resume, e-mail address, daytime phone number, law school transcripts, writing sample, and two letters of recommendation or three references. The hiring judge prefers a writing sample that has been prepared in the work environment. The packet should be submitted as a single .pdf document to: TXWRecruitment@txwd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, 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.