

PRO SE LAW CLERK (Part Time)
Job# USDC 19-39

The United States District Court for the Western District of Texas is currently accepting applications for the position of Pro Se Law Clerk – Part Time (20 hours per week). The position will be located in the Austin or San Antonio office.

Description of Duties: The Pro Se Law Clerk performs substantive screening of all prisoner petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints; performs substantive screening of other pro se litigation; drafts appropriate recommendations and orders for the Court's signature; performs research to assist the Court in preparing opinions; maintains liaison between the Court and litigants; reviews the docket of pending prisoner litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate; compiles statistics and prepares periodic reports which reflect the status and flow of cases; and performs other duties, as assigned.

Minimum Qualifications Requirements: Graduation from an accredited law school, membership (in good standing) with a State Bar, and at least two years of full-time post J.D. legal experience. A strong work ethic, and excellent organizational, communication, and research and writing skills are required. Applicant must possess proficient typing and personal computer skills.

Starting Salary Range: up to \$68,371 annually, depending on qualifications.

Application Procedure: Qualified candidates may apply by e-mailing a cover letter, current resume with daytime telephone number and e-mail address, a list of at least three references, salary history and requirements, writing sample, and law school transcripts to: TXWRecruitment@txwd.uscourts.gov

Incomplete submissions may not be considered.

Applications must be received no later than 5:00 pm CST on Tuesday, September 10, 2019. Late applications will not be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note final candidates will undergo a fingerprint check.

The United States District Court is an Equal Opportunity Employer