

**\*\*\* CAREER OPPORTUNITY \*\*\***



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS**

---

---

<b>Position Title:</b>	<b>Term Law Clerk #21-02</b>
<b>Location:</b>	<b>Abilene, Texas</b>
<b>Closing Date:</b>	<b>Open until filled</b>
<b>Starting Salary/Range:</b>	<b>JSP 11/1 – 13/10 (\$64,009- \$118,603) *</b>

**\*Depending upon qualifications and experience**

**POSITION OVERVIEW:**

The United States District Court for the Northern District of Texas is recruiting for a term law clerk to a United States magistrate judge. A law clerk to a magistrate judge performs substantive analysis, research, and writing; assists the judge with case management in all phases of litigation; and drafts bench memos, opinions, and orders on matters pending before the judge. The clerkship is for a term of one to two years. The clerkship may be converted to a career position.

**QUALIFICATIONS:**

To qualify for the position of law clerk, a person must be a graduate of an accredited law school when the clerkship begins, have strong academic credentials, possess superior legal research, writing, and analytical skills, and be proficient in computer-assisted legal research, Windows, and Word. The ability to prioritize assignments, to work well under pressure, to timely meet deadlines, and to multi-task by working on several differing projects or cases within a single day are critical to this position.

**BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include health and life insurance programs, 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.

**OTHER:**

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check.

Submit cover letter, resume, and law school transcript to:

**Human Resources - #21-02**

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.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.