

***** CAREER OPPORTUNITY *****



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

Position Title:	Term Law Clerk #22-01
Location:	Fort Worth, Texas
Closing Date:	Open until filled
Starting Salary/Range:	JSP 11/1 – 13/10 (\$69,684- \$129,116) *

*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. This clerkship is term and will start in January of 2022. The end date for this clerkship will be in August of 2023.

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. The applicant should be in top 25% of his or her law school class.

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, law school transcript, three references,*

And one writing sample to:

Judge Cureton's Chambers

501 West 10th Street, Room 520

Fort Worth, Texas 76102-3673

Email: kristi_verna@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.