

# Career Opportunity

**Position:** **Career Law Clerk**

**Vacancy Number:** **26-11**

**Location:** **Dallas, TX**

**Closing Date:** **Open Until Filled**

**Starting Salary/Range:** **JSP 12-14**

**\$97,307-\$177,762\***

\*Depending upon qualifications and experience

## **Position Overview:**

The United States District Court for the Northern District of Texas is seeking a full-time Career Law Clerk to United States District Judge Ada E. Brown. A career law clerk 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 position is available immediately.

## **Qualifications:**

To qualify for the position of career 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, to consistently update and manage assignment lists, and to multi-task by working on several differing projects or cases within a single day are critical to this position.

Prior post-graduate civil litigation work experience is preferred and experience as a federal law clerk is highly preferred.

**JSP Grade 12:** At least one year of legal work experience after obtaining JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

**JSP Grade 13:** At least two years of legal work experience after obtaining JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

**JSP Grade 14:** At least three years of legal work experience after obtaining JD, with at least two of those years served in the federal judiciary in which a JD and bar membership was required. May also serve one of those two years as a Supreme Court Fellow. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.



## **U.S. District Court for the Northern District of Texas**

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

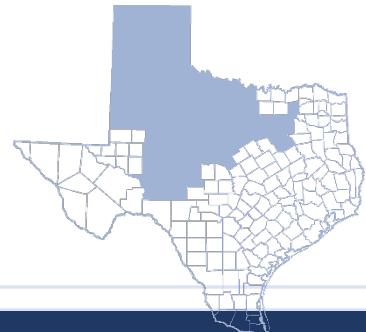
Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

## Benefits:

The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), eleven paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>



## 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 individuals who are lawful, permanent residents (i.e., green card holder) seeking U.S. citizenship. Employees must adhere to the Judiciary Code of Ethics and Conduct.

Due to the anticipated high volume of applications, 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. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the selected candidate may be subject to periodic background investigation updates.

### 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.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.

## How to Apply

Materials must be submitted electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting can be found under the account of U.S. District Judge Ada Brown

1. A letter of interest which highlights your pertinent legal and other experience and how it enabled your career and/or personal growth. Please explain why you seek a position as a career law clerk and why you think you would be a good fit for Judge Brown's chambers.
2. A current resume and law school transcript.
3. A minimum of three professional references. Candidates should also include contact information for all judges for whom the candidate has clerked.
4. Two writing samples that are five to ten pages in length each. The submissions should be the candidate's original work, only lightly edited other than by the author.



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