Career Opportunity

Position: **Staff Attorney/Pro Se Law Clerk**

Vacancy Number: **27-07**

Location: **Abilene, Texas (negotiable)**

Closing Date: **Open Until Filled**

Starting Salary/Range: **$74,678 to $163,514***

***Depending upon qualifications and experience**
Funding for this position beyond the fiscal year is contingent upon prisoner case filings.

Position Overview:

The United States District Court for the Northern District of Texas is recruiting for the position of Staff Attorney/Pro Se Law Clerk for the Abilene and San Angelo Divisions. The responsibilities of this position include but are not limited to: screening prisoner petitions and motions, motions to vacate sentence, and civil-rights complaints; screening immigration-habeas matters; reviewing motions to proceed in forma pauperis; drafting proposed orders in these matters for the judge's edits, review, and approval; and assisting judges with all aspects of prisoner and civil-detainee case management. Occasional assistance with trial preparation and jury trials is also possible. Further, the position requires the selected candidate to work on cases for multiple judges and to collaborate with fellow staff attorneys in docket management and case resolution.

Qualifications:

To qualify, an applicant must be a law school graduate and a member of a state bar. Experience as a judicial law clerk is preferred. Extensive experience performing legal research and writing is required.

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), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: http://www.uscourts.gov/careers/benefits



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.

Other:

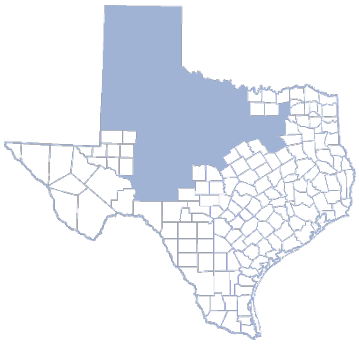
Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful, permanent 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

Interested applicants must submit five (5) items combined into a single email:

1. A cover letter.
2. A current resume and law school transcript.
3. Two writing samples that are five to fifteen pages in length each.

Email Address:

humanresources@txnd.uscourts.gov

Visit Our Website:

www.txnd.uscourts.gov