

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position Title: Term Law Clerk
Announcement Number: 2024-1
Location: Plano, Texas
Grade Range: JSP 11/1 to 14/1
Salary Range: \$78,820 - \$132,753
Depending upon qualifications



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: March 12, 2024
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking an innovative and experienced applicants for **Term Law Clerk positions**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

The United States District Court for the Eastern District of Texas is accepting applications for two Term Law Clerk positions to the Honorable Bill Davis, U.S. Magistrate Judge starting September 2024, and ending in September 2025. Please note that any offer of employment will be contingent upon final appointment of the new judge. The term law clerk provides critical support by conducting legal research and preparing legal memoranda, orders and draft opinions on both civil and criminal cases.

QUALIFICATIONS:

A Juris Doctor degree is required. To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes: **Standing within the upper quarter (top 25%) of the law school class** from a law school on the approved list of either the American Bar Association or the Association of American Law Schools; Experience on the editorial board of a law review of such a school; Graduation from such a school with an LLM degree; or Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above. To qualify for level JSP Grade 12, an individual must have one year of legal work experience after graduation from law school and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction. To qualify for level JSP Grade 13, an individual must possess two years of legal work experience after graduation from law school and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

ADDITIONAL PREFERENCES:

The court has a varied civil docket including patent, civil rights, employment, and admiralty cases in addition to a full criminal docket. Graduation from accredited law school required; top 25% of class and current law

license preferred. Two years post graduate experience in actual litigation is also preferred. Ability to analyze and research issues quickly, and then to write clearly, is essential. Preference will be given to those who possess two or more years of post-graduate legal work experience, case management skills and the ability to work independently in a production oriented, high-volume work environment.

PERSONAL CHARACTERISTICS:

Successful candidate should possess good judgment and good analytical skills; should demonstrate initiative; should possess a strong work ethic; should maintain a professional appearance and demeanor; should be able to work quickly and harmoniously with others in a team-based environment; and must be able to communicate effectively, both orally and in writing. This position requires excellent attendance, punctuality, and flexibility with work hours. Successful candidates will be expected to assist the judge and staff in managing the docket in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.

BENEFITS AND HIRING POLICIES:

- Eleven (11) paid holidays
- Optional participation in the Federal Employee's Health Benefits Program, the Federal Employees Vision and Dental Insurance Program and the Federal Employee's Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. The selected candidate will be subject to a background investigation and subsequent favorable suitability determination as a condition of employment. All employees of the Judiciary are "at will" employees in the excepted service. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Direct deposit of federal wages for court employees is required.

APPLICATION PROCESS:

Please send the following documents as a **single pdf** with the reference number (2024-1 Term Law Clerk) in the **subject line** via email to: hr@txed.uscourts.gov

- Cover letter
- AO 78 Application for Judicial Branch Federal Employment (located at www.txed.uscourts.gov)
- Resume
- Original writing sample, unedited by anyone else (at least ten (10) pages in length)
- Grade sheet from Undergraduate School and any graduate education grade sheet;
- Three professional references

Please print or type all information. If your application does not provide all information requested, or if your application packet is not complete or late, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

We will only make contact with those qualified applicants who will be invited for an interview.

The United States District Court Is an Equal Opportunity Employer.

