



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS**

Position Title: Term Law Clerk - Job# 17-04
Term expiration: On or about August 31, 2018
Location: San Antonio, Texas
Closing Date: December 2, 2016 (Or until filled)
Salary Range: \$59,246 - \$84,443 (JSP 11-13)

Please note: Current or former federal law clerks may be eligible for appointment at the JSP-14

POSITION OVERVIEW: The United States District Court for the Western District of Texas is recruiting for a term law clerk to a magistrate judge. A law clerk to a federal magistrate judge performs substantive review, research, and writing, and is responsible for preparing bench memos, reports and recommendations, and orders on matters pending before the judge. In addition to law clerk duties, this position will have overall responsibility for assisting the judge in completing a range of administrative tasks. These administrative responsibilities include the day-to-day operational management of chambers, drafting and preparing correspondence, and managing the judge's calendar. Other responsibilities include handling travel arrangements and reimbursement for the judge, as well as receiving visitors, answering calls, and screening incoming correspondence. The law clerk will also act as liaison to other court staff, various agencies, attorneys, and the public, and will participate in a variety of special projects such as naturalization ceremonies.

QUALIFICATIONS: To qualify for the position of Term Law Clerk, an applicant must be a graduate of an accredited law school, have excellent academic credentials, possess superior legal research and writing skills, and be proficient in computer-assisted research. The applicant must be a team player and willing to perform administrative tasks as needed. The applicant will be expected to draft orders and other documents in an efficient, thorough and timely manner. Preference will be given to those applicants with (a) civil litigation experience and (b) familiarity with federal law and procedure.

BENEFITS: This position is entitled to health insurance, 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.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who shows proof of seeking citizenship.

APPLICATION PROCEDURE: Qualified candidates may apply by e-mailing a detailed resume and including the following attachments: cover letter (include job title/number listed above), resume, e-mail address, daytime phone number, law school transcripts, and writing sample. The packet should be submitted as a single .pdf document to: TXWRecruitment@txwd.uscourts.gov. Incomplete submissions may not be considered.

****** 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.