

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



JOB ANNOUNCEMENT

Announcement Number: 2016-5

Position Title: Term Law Clerk (One position)

Location: Sherman, Texas

Starting Salary Range: JSP 11/1 to 14/1 (\$62,712 - \$105,623)
depending upon qualifications

Opening Date: January 13, 2016

Closing Date: Open until filled

Term Start: February 8, 2016

Term End: August 19, 2016

[Position Overview](#)

The United States District Court for the Eastern District of Texas is accepting applications for a Term **Law Clerk** position to the Honorable Christine Nowak, U.S. Magistrate Judge.

[Qualifications](#)

Requires a Juris Doctor degree. 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 third 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. To qualify for JSP-14, two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel clerk, or death penalty law clerk.

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 33% 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 at all times; 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. Necessary skills and abilities 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

- Ten (10) 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
- Optional participation in the Judiciary's Long Term Care Insurance program

APPLICATION PROCESS

Please send the following via email to: Keary_Conrad@txed.uscourts.gov

- Cover letter
- AO78 Application for Judicial Branch Federal Employment (located on the court's website at www.txed.uscourts.gov)
- Resume
- Writing sample (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.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

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.