

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

Position: Pro Se Law Clerk

Announcement Number: 2021-3

Location: Tyler, Texas

Grade Range: JSP 11 - JSP 14

Salary Range: \$64,649 - \$141,548

Depending upon qualifications



U.S. District Court, TXED

Human Resources

211 W. Ferguson Street

Tyler, TX 75702

Opening Date: February 3, 2021

Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a highly motivated and experienced individual to serve as a **Pro Se Law Clerk**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

This position involves working directly with judges on managing prisoner civil rights and habeas corpus cases. Duties include screening prisoner civil rights complaints and habeas corpus petitions. The pro se law clerk independently conducts legal research, reviews case records/filings and drafts proposed opinions, memorandum decisions and orders. This position provides objective advice to judges, chambers and court staff and provides information to litigants and attorneys. In addition, the pro se law clerk works closely with judges assisting with various pretrial conferences and trials.

MINIMUM QUALIFICATIONS:

At the time of appointment, the candidate must be a law school graduate with strong academic credentials, be a licensed attorney (out-of-state license acceptable) and be proficient in computer assisted research, word processing and spreadsheet applications, requisite court programs and automated case management systems. To qualify for this position, the candidate must also possess superior research and writing skills, exhibit strong analytical ability and demonstrate excellent verbal, written and interpersonal skills. Ability to maintain confidentiality, handle sensitive information and exercise discretion at all times. Demonstrated skill in providing excellent customer service. Exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary. Prior civil litigation experience is desirable.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such,

employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees' Retirement Systems which contributes to the Social Security Retirement Program, the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2021-3 Pro Se Law Clerk - Tyler) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates that progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.