

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

**Position Title: Law Clerk**  
Announcement Number: 2022-11  
Location: Plano, Texas  
Grade Range: JSP 11/1 to 13/1  
Salary Range: \$66,214 - \$94,373  
Depending upon qualifications



U.S. District Court, EDTX  
Human Resources  
211 W. Ferguson Street  
Tyler, Texas 75702  
Opening Date: April 28, 2022  
Closing Date: Open until filled

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**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 individual to serve as a **Law Clerk**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

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**POSITION OVERVIEW AND DUTIES:**

The United States District Court for the Eastern District of Texas is accepting applications for a Law Clerk position to U.S. District Judge Sean D. Jordan starting in October 2022 to go until October 2023. This position provides critical support by conducting legal research and preparing legal memoranda, orders, and draft opinions on both civil and criminal cases.

**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 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.

### **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 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
- Optional participation in the Judiciary's Long Term Care Insurance 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 in OSCAR:

- Cover letter
- AO 78 Application for Judicial Branch Federal Employment (located at [www.txed.uscourts.gov](http://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.*