

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

Position Title: Term Law Clerk
Announcement Number: 2022-15
Location: Tyler, 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: June 22, 2022
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 individual to serve as a **Term Law Clerk**. 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 a Term Law Clerk positions to the Honorable J. Campbell Barker, U.S. District Judge. This position will begin in August 2024 and will end in August 2025. A term law clerk provides critical support by conducting legal research and drafting legal memoranda, orders, and opinions. The position also requires the law clerk to perform clerical and administrative work incident to trial and judicial obligations as needed, including responsibility for tasks of a judicial assistant.

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 graduate of a recognized law school and have one or more of the following attributes: standing within the upper 25% of the law-school class; experience on a law review at such a school; 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:

Graduation from accredited law school required; top 25% of class preferred. The term clerk must agree to a minimum of a one-year employment commitment, to include an initial training week before the position commences, and must be flexible on a start date in the month of August. The position requires an ability to learn quickly, attend closely to detail, and work independently in a fast-paced, high-stakes work environment. The ability to research quickly and write clearly is essential.

PERSONAL CHARACTERISTICS:

A successful candidate must have good judgment and good analytical skills; demonstrate initiative; have a

strong work ethic; maintain a professional appearance and demeanor at all times; be able to work quickly and harmoniously with others in a team-based environment; and be able to communicate effectively, orally and in writing. This position requires managing the docket in an organized manner, handling confidential and sensitive matters with complete discretion, and excellent attendance, punctuality, and flexibility with long work hours.

BENEFITS:

- 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 documents as a single pdf with the reference number (2022-15 Term Law Clerk) in the subject line via email to: hr@txed.uscourts.gov

- AO 78 Application for Judicial Branch Federal Employment (located at www.txed.uscourts.gov)
- Cover letter
- Resume
- Grade sheet from law school or graduate education; grade sheet from undergraduate education
- Two original writing samples, unedited by anyone else (at least ten (10) pages in length each)
- 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. It is expected that persons applying for this position will have researched the responsibilities and duty station and are prepared to accept promptly if an offer is extended. Offers may expire if the position is filled in the interim.

Only qualified applicants will be considered for this position. Interviews may be held in-person or by videoconference, at the hiring official's discretion. Applicants selected for an in-person interview must travel at their own expense. Relocation expenses will not be reimbursed.

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