

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

**Position Title: Term Law Clerk**  
Announcement Number: 2023-6  
Location: Texarkana, Texas  
Grade Range: JSP 11/1 to 13/1  
Salary Range: \$69,107 - \$98,496  
Depending upon qualifications



U.S. District Court, TXED  
Human Resources  
211 W. Ferguson Street  
Tyler, Texas 75702  
Opening Date: February 22, 2023  
Closing Date: Open until filled

**NOTICE OF VACANCY**

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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 innovative and experienced individuals to serve as **Term Law Clerks**. 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 Term Law Clerk position to the Honorable U.S. Magistrate Judge J. Boone Baxter starting as soon as practicable to go until August 2024. The Texarkana Division has a varied civil docket including patent, civil rights, personal injury, and employment cases in addition to a full criminal docket. A Term Law clerk 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. 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 33% of class and current law license preferred. One year or more of postgraduate experience in actual litigation is considered beneficial. Ability to analyze and research issues quickly, and then to write clearly, is essential.

**PERSONAL CHARACTERISTICS:**

Successful candidates 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 Employees Health Benefit Program and the Federal Employees Vision and Dental Insurance Program
- Optional participation in the pre-tax flexible spending accounts program

**CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the United States. The selected candidates 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 via mail to:

U.S. Magistrate Judge J. Boone Baxter  
500 North State Line Ave, Rm 401  
Texarkana, Texas 75504

- Cover letter (Please reference 2023-6 Term Law Clerk)
- AO 78 Application for Judicial Branch Federal Employment with Optional Background Information (questions 18, 19, and 20 completed) (located at [www.txed.uscourts.gov](http://www.txed.uscourts.gov))
- Resume
- Original writing sample, unedited by anyone else (at most ten pages in length)
- Law school Transcript
- Three professional references

Please print or type all information. If your application does not provide all information requested, or if your application packet is incomplete 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. Remote interviews may be considered under exceptional circumstances.

**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.*