

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

**Position: Pro Se Law Clerk**

Announcement Number: 2025-2

Location: Sherman, Texas with an option for teleworking

Grade Range: JSP 11 - JSP 14

Salary Range: \$80,381 - \$175,995

Depending upon qualifications,

Includes locality pay for DFW area pay table



U.S. District Court, TXED

Human Resources

211 W. Ferguson Street

Tyler, TX 75702

Opening Date: January 22, 2025

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 two highly motivated and experienced individuals to serve as Pro Se Law Clerks. These are term appointments - Not to exceed 9/30/2025. Appointments may be extended.** 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, pro se law clerks work 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. The candidate must also be able to maintain confidentiality, handle sensitive information and exercise discretion at all times. Demonstrated skill in providing excellent customer service is necessary, and a successful candidate will 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 paid holidays and annual/sick leave accrual, and participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program; the Federal Employees’ Health Benefits Program; the Federal Employees’ Group Life Insurance Program; and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions). 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. Each 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:**

Any qualified applicant should send a cover letter (including a narrative statement of the applicant’s background), a Judicial Branch Federal Employment (AO 78) application with Optional Background Information (provided in response to questions 19, 20, and 21), and a resume. The cover letter should be addressed to:

Diana Velez, 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](http://www.txed.uscourts.gov). All documents should be submitted as a single pdf with the reference number (2025-2 Pro Se Law Clerk) in the subject line via e-mail to: [hr@txed.uscourts.gov](mailto:hr@txed.uscourts.gov).

Incomplete applications will not be considered. Applicants will be screened for qualifications and only the most qualified applicants will be contacted and selected for personal interviews. Skill and knowledge testing may be administered to candidates who 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.*