



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**

Position Title: Administrative Law Clerk # 14-02
Location: Amarillo, Texas
Closing Date: Until filled
Starting Salary/Range: \$57,408 - \$125,695 (JSP 11-14)*

**Two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14.*

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for an administrative law clerk to a magistrate judge. An administrative law clerk to a federal magistrate judge performs substantive review, research, and writing and is responsible for preparing bench memos and orders on matters pending before the judge. Administrative duties and responsibilities include preparing statistical reports and analysis, maintaining confidential records, as well as maintaining a judicial calendar and performing the daily tasks associated with supporting the activities of the judge.

QUALIFICATIONS: To qualify for the position of law clerk, an applicant must be a graduate of an accredited law school, have excellent academic credentials, possess superior legal research and writing skills, be proficient in computer-assisted research and be able to create computer generated orders and documents. Bar membership and federal litigation experience are preferred as is experience on the editorial board of a law review.

BENEFITS: Employees of the United States District Court are entitled to benefits, which include health and life insurance programs, scheduled holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship.

Submit resume, law school transcript, writing sample, and two professional references to:

Human Resources - #14-02
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.