

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



**JUDICIAL LAW CLERK
Lubbock, Texas**

Vacancy Announcement 11-03

The successful candidate will serve as law clerk to the Honorable Robert L. Jones. The starting date will be mid-August 2012 for a term to be agreed upon by the Judge and applicant.

Starting Salary Range

\$57,408 - \$81,823 (JSP 11/1 - 13/1). Salary will be commensurate with qualifications and work experience. Bar membership is required for appointment at the JSP 12 or 13 levels. Incoming law clerks with prior federal experience may be eligible to match their highest rate of federal pay subject to certain criteria.

Position Overview

Judicial law clerks are responsible for the review of case files and pending matters, preparation for trials and hearings, and attendance at hearings, trials and conferences. Clerks also conduct legal research and draft memoranda, orders, and correspondence and assist the judge with drafting, editing, proofreading and cite-checking opinions.

Minimum Qualifications

To qualify for this position, applicants must be a graduate of an accredited law school and have strong academic credentials. Applicants must have excellent writing, research, analytical and communication skills and PC proficiency.

Benefits

Benefits include ten federal holidays and eligibility for participation in Federal Employees Health Benefits and Federal Employee Group Life Insurance programs.

Application Process

Applications must be received by September 30, 2011. Please submit cover letter, current resume with references, law school transcript and a writing sample to:

Ms. Shelby Wimberley
United States Bankruptcy Court
Northern District of Texas
1205 Texas Avenue, Room 306
Lubbock, TX 79401

Participation in the interview process and relocation expenses will be at the applicant's own expense. Final candidates are subject to a background investigation by law enforcement. Pursuant to the Immigration Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. This position is subject to mandatory electronic funds transfer for payment of net pay.