

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



**Vacancy Announcement 18/02-TLCAU**

**Term Law Clerk to the Honorable H. Christopher Mott  
Austin, Texas**

**Closing Date: October 10, 2018**

**Salary Range: JSP 11-14\***

**Clerkship Term: 2 years**

**Term Dates: December 2018 thru December 2020**

\*The salary for this position will be based upon the appointee's experience, education and bar admission in accordance with the Judiciary Salary Plan. Two years of federal 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.

The U.S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a full-time, 2 year Term Law Clerk in our Austin office. A law clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court. There is daily interaction with the judge, other chamber staff, and Clerk's Office employees.

**Primary Responsibilities**

- Reviews complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;
  - Reviews dockets of pending litigation and monitors progress;
  - Performs legal research;
  - Identifies issues before the Court and makes recommendations;
  - Provides information to the judge in connection with pending litigation;
  - Drafts bench memos for the judge's consideration;
  - Proofreads orders and opinions, verifying citations;
  - Keeps abreast of changes in the law;
  - Assists the judge during courtroom proceedings;
  - Performs the administrative tasks of chambers; and
  - Performs other duties as assigned.
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## **Requirements:**

To qualify for this position, a person must be a law school graduate at the time of appointment (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, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of law review or journal;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.
- ***Prior judicial clerkship experience is preferred.***

## **Employee Benefits:**

For information about benefits, please visit: [Judiciary Benefits](#)

## **How to Apply:**

All applicants are required to submit the following in one pdf document in the following order:

- Cover letter addressed to the Hon. H. Christopher Mott
- A resume
- AO78 Federal Judicial Branch Application for Employment (obtained at [Application](#))
- Two writing samples
- An official transcript
- Two letters of recommendation
- Title the subject line and the pdf document as follows: Last Name, First Name, 18/02TLCAU
- E-mail to: [HR-WDTX@txwb.uscourts.gov](mailto:HR-WDTX@txwb.uscourts.gov)
- Incomplete documents will not be considered.

## **Additional Information:**

Interviews will be held in Austin, Texas or Video Conference via local court. Travel for the interview and relocation expenses will not be reimbursed. Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees and Ethics for Federal Judicial Law Clerks.

Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. 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 indicates, without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer