



UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge
Erik Paltrow, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 26-ABQ/JSP-4

ANNOUNCEMENT DATE:	August 17, 2026
CLOSING DATE:	Until filled <i>Term commences immediately; ends September 2027</i>
POSITION:	Term Law Clerk
STARTING LEVEL/SALARY:	JSP 11/1 to JSP 14/1 \$75,489 to \$127,141 Annual <i>Depending on Qualifications</i>
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

Due to an unusually heavy case load, District Judge Matthew L. Garcia's chambers have been allocated an additional clerk spot. The position is open immediately and will continue for a year term until September 2027.

For this position, prior work experience in a firm or as a clerk is a significant plus. Judge Garcia hopes to hire someone who can hit the ground running.

Some considerations to note before applying:

- ◆ Your cover letter should include some explanation regarding your interest in working in the District of New Mexico and/or in Judge Garcia's chambers.
- ◆ Given the important nature of the Court's work and the high caseload, interested applicants should be aware that this is not a 9-to-5 job. Long days are often necessary to meet deadlines and address the various issues that surface at the district court.
- ◆ The successful applicant will have exemplary writing abilities. That skill is of paramount importance. Writing samples will be read carefully and assessed for composition, linear thinking, and clarity.
- ◆ Remote work is not permitted.

Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

This position requires a Juris Doctor degree. To qualify for the position of a Law Clerk on the 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, 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 a law review of such a school;
- ◆ Graduation from such a school with an LLM degree; or
- ◆ Demonstrated proficiency in legal studies, which in the opinion of the Court, is the equivalent of one of the above.

For salary purposes, term law clerks normally qualify for appointment to the grade of JSP-11. To qualify for appointment to a JSP 12 or above, an individual must 1) be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction, and 2) have legal work experience after graduation from law school.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 11 paid holidays
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program
- ◆ Retirement benefits*: FERS and Thrift Savings Plan (TSP)
** Only if transferring from a previously covered position without a break in service.*
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, current résumé, two writing samples, three recommendations, and law school transcripts and AO78** * (*Federal Judicial Branch Application for Employment*) by email to garciaschambers@nmd.uscourts.gov.

*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>.

**PLEASE USE “2026 LAW CLERK – HONORABLE MATTHEW L. GARCIA”
IN THE SUBJECT LINE**

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant’s expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER