



U.S. MERIT SYSTEMS PROTECTION BOARD

Dallas Regional Office
1100 Commerce Street, Room 620
Dallas, TX 75242-9979,

Phone: (214) 767-0555 ; Fax: (214) 767-0102; Email: dallas@mspb.gov

INTERNSHIP ANNOUNCEMENT

**LAW CLERK (VOLUNTEER INTERN)
MSPB DALLAS REGIONAL OFFICE
1100 COMMERCE ST., RM 620
DALLAS, TEXAS 75242
214-767-0555 (PHONE) – 214-767-0102 (FAX)
Hours of Operation: 8:15 A.M. – 4:45 P.M.
January 26, 2021**

Position: Summer 2021 Law Clerk	Deadline: Until Filled
Openings: 2	Salary: Unpaid Position
Start/End Dates: May – August 2021	Minimum Hrs.: 4-6/day
Classification: First through Third Year	

The U.S. Merit Systems Protection Board serves as the guardian of the Federal government’s merit-based system of employment. The mission of MSPB is to “Protect the Merit System Principles and promote an effective Federal workforce free of Prohibited Personnel Practices.” MSPB carries out its statutory responsibilities and authorities primarily by adjudicating individual employee appeals and by conducting merit systems studies. Visit <https://www.mspb.gov> to learn more.

The Dallas Regional Office: Seven administrative judges and one regional director hear and decide appeals from Federal employees, applicants and annuitants in accordance with the Board’s jurisdiction. The office adjudicates appeals from Arkansas, Louisiana, Oklahoma and Texas. Appeals may involve removals, demotions, furloughs, or disciplinary suspensions. Cases may also concern noteworthy issues of whistleblower protection, veteran’s preference rights, or prohibited discrimination. Judges conduct settlement and prehearing

conferences, issue orders to resolve discovery disputes, issue subpoenas, conduct formal hearings and issue initial decisions for the Board.

Description: Law clerks work under the supervision of the regional director and assist the administrative judges to conduct legal research, draft orders, review transcripts and case files, make routine calls, observe and assist the judges during their conferences and hearings and draft initial decisions. We are unable to provide paid positions, but are happy to provide the documentation required by the law school to grant academic credit upon satisfactory completion of the clerkship. A public transit subsidy may be available.

Apply: We require a resume, unofficial transcript, writing sample and an interview (which can be done by phone or videoconference). We also require at least one reference who can attest to your legal skills. You may file your application electronically at dallas@mspb.gov.

Sincerely,

/s/

Laura M. Albornoz
Regional Director