



**UNITED STATES DISTRICT COURT
Eastern District of Oklahoma**

CAREER OPPORTUNITY

Position Title: Staff Attorney
Location: Muskogee, Oklahoma
Closing Date: October 18, 2016
Salary/Range: CL 28 (\$56,797.00 to \$92,336.00) depending on qualifications.
Position Type: A one year and one day temporary appointment. Position may be extended based on funding and need.

POSITION OVERVIEW

The United States District Court for the Eastern District of Oklahoma is seeking a highly qualified graduate of an accredited law school to serve as a Staff Attorney.

DUTIES AND RESPONSIBILITIES

The Staff Attorney will perform initial procedural review of documents in order to determine proper course of action. Perform legal research and analysis and communicate results to the court clerk orally and in writing. Review motions and prepare draft memoranda or opinions regarding the request for relief. Review pleadings or briefs and records in order to draft memoranda or opinions on the merits of the cases. Present cases and motions to judges and explain (orally and in writing) the proposed recommendation and any choices to be made. Provide procedural information to pro se litigants or counsel by responding to questions. Remain current with developments in the law of the circuit and the district court, as well as with evolving legislation. Develop specialized expertise in particular areas of the law. Schedule and attend meetings.

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school
- Admission to practice law before the highest court of a state, territory, commonwealth or possession of the United States
- Strong academic background
- Superior legal research, analytical, writing, and editing skills
- Strong interpersonal skills and the ability and desire to work in a team environment
- High level of comfort with computer applications
- One year of progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

PREFERRED QUALIFICATIONS

- Judicial law clerk experience
- Substantial professional experience in the practice of law

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review upon request. Employees will be hired provisionally pending the results of a background investigation.

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 use the Electronic Fund Transfer (EFT) for payroll deposits.

HOW TO APPLY:

Qualified candidates must submit all of the following:

- Cover Letter
- Resume
- Self-edited writing sample
- Law School Transcript

Application materials should be submitted via email to tami_collins@oked.uscourts.gov or by mail to:

United States District Court for the Eastern District of Oklahoma
Attention: Tami Collins
Chief Deputy Court Clerk
P.O. Box 607
Muskogee, Oklahoma 74401
Fax: 918-684-7901

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