



**Muskogee**

101 North 5th Street  
Muskogee, OK 74401

[www.oked.uscourts.gov](http://www.oked.uscourts.gov)

## **Important Information**

**Opening Date:** 9/25/2025

**Closing Date:** Until filled with  
preference given to applications  
received by 10/15/2025

**Salary Class:** CL 26  
Promotion potential to  
CL 27 without further  
recruitment

## **How to Apply**

[HumanResources\\_OKED@oked.uscourts.gov](mailto:HumanResources_OKED@oked.uscourts.gov)

**The Eastern District is  
an equal opportunity  
employer.**



# **CAREER OPPORTUNITY**

## **U.S. DISTRICT COURT - EASTERN DISTRICT OF OKLAHOMA**

Position: Administrative Assistant to the Clerk of Court

Salary Range: \$53,839 - \$87,482

Vacancy: 25-05

Duty Station: Muskogee, OK

Open to: Internal and External Applicants

### **POSITION OVERVIEW**

The Administrative Assistant to the Clerk of Court performs administrative support services for the Clerk of Court, Chief Deputy, and other higher-level positions. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions. The incumbent standardizes office procedures and provides guidance to other unit support staff to ensure administrative consistency.

### **Duties include, but are not limited to, the following:**

- Maintain calendar and schedules for the unit executive and chief deputy. Schedule and confirm executive meetings based on executives' schedules and topic priorities. Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the Clerk of Court and Chief Deputy, as appropriate.
- Arrange travel for Court Clerk.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, and members of the bar, as authorized, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the clerk and chief deputy and/or respond directly, as delegated.
- Receive, screen, and route all incoming mail to appropriate persons or offices. Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals. Maintain correspondence control records and electronic files and follow-up on correspondence delegated for completion by senior staff.
- Maintains and updates numerous official court and employee directories relied upon by both the public and court staff
- Maintains historical information for easy access on behalf of the entire court, including photographs of judges.
- Assists with juror orientations and serves as back up for jury administrator.
- Serves as back up for judicial assistants to district and magistrate judges.
- Supports and assists the Chief Judge, as needed, to execute tasks and transmit communications to judges' chambers and court-related offices.
- Perform duties associated with attorney admissions and naturalization ceremonies.
- Perform other job-related duties, as assigned.

## MINIMUM REQUIRED EXPERIENCE/QUALIFICATION

### Conditions of Employment:

- Applicants must be currently employed in the Eastern District Court of Oklahoma and a citizen of the United States 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 employees and applicants to review upon request.
- Judicial employees are subject to periodic Federal Bureau of Investigation (FBI) background checks.
- 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.
- Travel and relocation expenses are not reimbursed.
- Employees are subject to mandatory electronic funds transfer for payroll deposits.

- Must be a high school graduate with at least two completed years of undergraduate studies.
- Minimum of 3 years supporting attorneys or executive leader type positions.
- Be able to demonstrate a broad knowledge of Microsoft Office 365 applications, Adobe Acrobat, internet browsers, automated case management systems and scanning equipment are desirable.
- Team player who is dependable, detail oriented and able to work in a multi-tasking and fast-paced environment with a demand for accuracy and quality assurance.
- Exceptional professional demeanor and ability to effectively communicate with a wide variety of individuals within and outside the judiciary is required.
- Must adhere to confidentiality expectations and Judiciary Canons.

### PREFERRED SKILLS

- Bachelor's degree from an accredited four-year college or university in business or public administration, political science, criminal justice, law, or other field closely related to this position.
- Knowledge of clerk's office case management procedures, court's local rules and ability to draft general orders is preferred; a Paralegal Certification is highly desired.

### HOW TO APPLY

- Submit the following in a single pdf to [HumanResources\\_OKED@oked.uscourts.gov](mailto:HumanResources_OKED@oked.uscourts.gov)
- Cover letter
- Resume
- Application Form AO-78 found on [www.oked.uscourts.gov](http://www.oked.uscourts.gov)
- Contact information for three professional references

Application documents may also be mailed to:

U.S. District Court for the Eastern District of Oklahoma  
Attention: Alisa Henin, HR Administrator  
P.O. Box 607  
Muskogee, OK 74401

Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### BENEFITS PACKAGE

- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Parking
- On-site fitness facility
- Health, dental, vision, and life insurance
- Health and dependent reimbursement accounts
- Visit [www.uscourts.gov](http://www.uscourts.gov) for more benefit information