



Muskogee
101 North 5th Street
Muskogee, OK 74401

www.oked.uscourts.gov

Important Dates

Opening Date:

May 20, 2026

Closing Date:

Open Until Filled

Apply to:

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

**The U.S. District Court
for the Eastern District
of Oklahoma is an
Equal Opportunity
Employer.**



CAREER OPPORTUNITY

U.S. DISTRICT COURT - EASTERN DISTRICT OF OKLAHOMA

POSITION: Student Intern

VACANCY: 26-02

START DATE: June 8, 2026

REPORTS TO: Clerk of Court

STATUS: Part-time/Temporary

LOCATION: Muskogee, OK

SALARY RANGE: \$12 - 25.00/hour

TERM OF INTERNSHIP: Min. of 8 weeks

POSITION OVERVIEW

The student intern will be provided with a meaningful employment experience through a comprehensive view of the federal judiciary system. Interns will work closely with court staff, learn many of the duties and responsibilities of staff, and will provide office support and assistance with the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Observing court proceedings in civil, criminal and bankruptcy cases
- Preparing summaries of hearings and court activities as directed
- Assisting with legal and administrative document management, including sorting, copying, scanning and filing
- Assisting with courtroom preparation and logistics under the guidance of courtroom deputies
- Providing support for public outreach efforts, including courthouse tours and heritage events
- Conducting limited research and analysis on assigned topics to support staff initiatives
- Performing clerical and administrative support tasks, as needed
- Assisting with special projects assigned by administrative and/or court staff

JOB REQUIREMENTS

- Ability to follow detailed instructions and multi-task
- Compliance with the *Code of Conduct for Judicial Employees* and Court confidentiality requirements
- Skill in spelling, grammar, and proof reading
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures
- Ability to interact tactfully with a wide variety of people
- Ability to proficiently utilize Microsoft Office, operate various office equipment and exhibit efficient data entry skills

Conditions of Employment:

- Applicants must be 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 applicants to review upon request.
- Employees will be hired provisionally pending the results of a Federal Bureau of Investigation (FBI) background check.
- 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.

QUALIFICATIONS

- Graduate of an accredited undergraduate program and officially enrolled in a graduate program, but have yet to begin; or
- Currently enrolled as a first, second, or third-year law student at an accredited law school.

PREFERRED QUALIFICATIONS

- A high school diploma or equivalent is required.
- Currently enrolled in an accredited undergraduate program and have completed at least 30 credit hours at the time of application.

HOW TO APPLY

Applicants must submit ONE PDF document containing the following to:

HumanResources_OKED@oked.uscourts.gov

- Cover Letter;
- Resume; and
- Application Form AO - 78 found on www.oked.uscourts.gov.

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.