



Ed Edmondson U.S. Courthouse
101 North 5th Street
Muskogee, OK 74401

www.oked.uscourts.gov

Important Information

Opening Date:

Aug. 25, 2026

Closing Date:

Open until filled

How to Apply

HumanResources_OKED@oked.uscourts.gov

**The U.S. Courts are an
Equal Opportunity
Employer.**



CAREER OPPORTUNITY

U.S. DISTRICT COURT - EASTERN DISTRICT OF OKLAHOMA

Position: Term Law Clerk

Salary Range: \$74,678 - \$138,370* (JSP 11/1-JSP 13/10)

**Actual salary based upon qualifications and experience.*

Vacancy: 26-04

Location: Muskogee, OK

POSITION OVERVIEW: United States Magistrate Judge D. Edward Snow is seeking qualified candidates for a full-time term law clerk position. The term is up to four years, with approved extensions.

REPRESENTATIVE DUTIES: The term law clerk provides legal research and writing assistance to the judge; drafts orders, memorandums, and opinions; and performs administrative duties for chambers.

QUALIFICATIONS AND STANDARDS: Applicant 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 approved by the American Bar Association or the Association of American Law Schools and have demonstrated the following accomplishments or proficiencies:

- Standing within the upper quarter of law class;
- Experience on the editorial board of a law review;
- Graduation from law school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

To qualify for JSP grade 12, an individual must have one year of legal work experience. To qualify for JSP grade 13, two years of legal work experience is required. Except for JSP grade 11, a bar membership is required.

LEGAL WORK EXPERIENCE: Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

COURT PREFERRED SKILLS:

- Experience in the subject area of social security disability law.
- Prior clerkship experience.
- Graduation from law school with a cumulative GPA of 3.5 or higher.
- Excellent legal research, writing, and communication skills.

BENEFITS: Employees of the Federal Judiciary are entitled to federal employee benefits including health, dental, vision, and life insurance programs; paid leave; periodic grade and step increases; and paid holidays. This position is not eligible for participation in the Federal Employee Retirement System or the Thrift Savings Plan. Visit www.uscourts.gov for additional benefit information.

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 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 and are not classified under Civil Service.
- 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.

HOW TO APPLY:

- Submit the following in a single pdf document to HumanResources_OKED@oked.uscourts.gov:
- Cover letter addressing qualifications, skills, and experience;
- Resume;
- Contact information for three professional references;
- Completed Application for Judicial Branch Federal Employment (Form AO-78) found on www.oked.uscourts.gov; and
- Writing sample.

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 is not authorized.