

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA

Position Title: Pro Se Law Clerk (full-time)

Location: Muskogee, Oklahoma

Closing Date: Open until filled.

**Preference given to applications received before October 31, 2024*

Salary Range: JSP 11/01 to JSP 14/10 (\$72,553 to \$158,860*)

**Appointment at the highest grade requires prior federal law clerk work experience.*

Starting salary will be commensurate with experience and in accordance with the Guide to Judiciary Policy.

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Pro Se Law Clerk. This position reports to the Chief District Judge.

DUTIES AND RESPONSIBILITIES:

- Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro se area.
- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Drafts appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants.
- Evaluates present procedures to determine innovations for increasing the effectiveness in handling complaints, petitions, and other pleadings.
- Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases.
- Identifies problem areas, makes recommendations and offers solutions, as required by the Court, Administrative Office, and other officials.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.

- Perform other duties as assigned.

QUALIFICATIONS AND SALARY RANGE: 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 school class; or
- Experience on the editorial board of a law review of such a school; or
- Graduation from such a school with an LLM degree; or
- Strong legal research and writing skills; 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.

COURT PREFERRED SKILLS:

- Experience in the subject area of habeas corpus proceedings and prisoner civil rights.
- Prior clerkship experience.
- Graduation from law school with a cumulative GPA of at least 3.5 on a 4.0 scale (or the equivalent).
- Strong legal research and writing skills.

CONDITIONS OF EMPLOYMENT:

- Employees must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are Excepted Service Appointments.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- Travel and relocation expenses are not reimbursed.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and employment will be considered provisional until completed.

BENEFITS:

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long-term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan (similar to a 401K); paid holidays; and periodic salary increases. Information about Judiciary benefits can be found at www.uscourts.gov.

HOW TO APPLY:

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at www.oked.uscourts.gov) to:

United States District Court for the Eastern District of Oklahoma

Attention: Human Resources
P.O. Box 607
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: HumanResources_OKED@oked.uscourts.gov

*****THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.*****