



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA**
www.oked.uscourts.gov

Position Title: Term Law Clerk
Location: Muskogee, Oklahoma
Closing Date: February 22, 2019
Salary Range: JSP 11/01 to JSP 13/10 (\$61,218-\$113,428)
Starting salary commensurate with qualifications and work experience.

The United States District Court for the Eastern District of Oklahoma is seeking qualified candidates for a full-time, four-year, term law clerk position for United States Magistrate Judge Kimberly E. West.

REPRESENTATIVE DUTIES: The term law clerk provides legal research and writing assistance to the judge, drafts orders, memoranda and opinions, and performs other administrative duties as assigned.

QUALIFICATIONS: 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 the law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a 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.

Starting salary above step one requires prior federal work experience. To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience is required. With the exception of grade 11, a bar membership also 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.
- Strong legal research and writing skills.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including health, dental, vision and life insurance programs, paid leave, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Applicants must be a U.S. citizen or eligible to work in the U.S. All employees are subject to mandatory electronic direct deposit of salary payments.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Only qualified applicants will be considered for this position. Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

APPLICATION INSTRUCTIONS: Submit a cover letter, resume, and completed application form by email as a single .pdf document to tami_collins@oked.uscourts.gov. Law Clerk applications must also include a writing sample such as a legal brief, noteworthy publication or legal research memorandum. The U.S. Courts Employment Application can be found on our web page at www.oked.uscourts.gov. Applications can be mailed to:

**United States District Court
Eastern District of Oklahoma
Att: Tami Collins, Chief Deputy Clerk
P.O. Box 607
Muskogee, OK 74402**

An Equal Opportunity Employer