

**UNITED STATES DISTRICT COURT  
EASTERN and NORTHERN DISTRICTS OF OKLAHOMA**

**VACANCY ANNOUNCEMENT**

**JUDICIAL LAW CLERK (TERM)  
FOR THE HONORABLE JAMES H. PAYNE**

- \$58,562 - \$83,468 (JSP 11 - 13)  
*Starting salary commensurate with legal work experience  
and prior pay history*
  
- **Application Dates**  
**Opens: February 20, 2015**  
**Closes: March 9, 2015**
  
- **Term of Employment**  
**Start Date: June 8, 2015**  
**End Date: June 10, 2016**

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

**POSITION OVERVIEW**

The judicial law clerk researches issues of law, prepares memorandum of law, drafts proposed orders, attends trials and other court proceedings, and makes recommendations based on the law to the United States District Judge. The caseload in the jurisdiction is heavy, and the types of cases are varied and present challenging issues of law.

**QUALIFICATION REQUIREMENTS**

To qualify for the position of law clerk on the personal staff of a federal judge, a person 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 of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

- Some examples of criteria which are considered to be acceptable as equivalent include:
  1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
  2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  3. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
  4. Participation in the legal aid or other law school clinical program sanctioned by the law school;\* or  
Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).\*

\* *In order to receive credit, participation and experience could not have been for academic credit.*

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

### **INFORMATION FOR APPLICANTS**

Applicants should submit a cover letter, current resume with day and evening telephone numbers and e:mail address, and one writing sample to: **Federal Clerkship, United States District Court, P.O. Box 2459, Muskogee, Oklahoma 74402**. Resumes should include GPA and class rank. No transcripts or references are required until time of interview. All resumes will be considered when received and selected interviews will be scheduled until the position is filled.

### **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the following benefits:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- A minimum of ten (10) paid holidays per year.

Relocation expenses are not reimbursed. Applicants selected for interviews must travel at own expense.