

**\*\*\* CAREER OPPORTUNITY \*\*\***



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
EASTERN DISTRICT OF OKLAHOMA**

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Position Title:	Clerk of Court – District and Bankruptcy Courts
Location:	Muskogee, Oklahoma
Closing Date:	February 4, 2022
Salary/Range:	JSP 15 – JSP 17 (\$128,078 – \$183,300) Actual starting salary dependent upon qualifications and experience.

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**POSITION OVERVIEW**

The United States District and Bankruptcy Courts for the Eastern District of Oklahoma are seeking a shared Clerk of Court. This is a high-level management position which functions under the direction of the Chief Judges of the District and Bankruptcy Courts. The Clerk is responsible for both managing the administrative duties of the office and overseeing the performance of the statutory duties of the office. The Clerk serves as the Courts' liaison and works cooperatively with other federal and local government agencies, attorneys, the media, and the public.

**DUTIES AND RESPONSIBILITIES**

- Consulting with and making recommendations to the Chief Judges regarding Court policies and procedures
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the District Court
- Directing staff responsible for the processing of all bankruptcy cases, the issuance of process, and the maintenance of the official records in the custody of the Bankruptcy Court
- Managing the jury operations of the District Court and making recommendations as required to improve juror utilization
- Directing, through financial staff, the Courts' financial services including all purchasing and accounting functions
- Working with members of the bar and the public to improve the delivery of the Courts' services
- Working with various governmental agencies on a variety of issues necessary to Court operations

such as data processing, security, space and facilities, fiscal issues, and personnel matters

- Hiring and assigning personnel as well as designing and managing training programs for personnel
- Preparing and managing the annual budget for both Courts
- Developing and overseeing short and long-term space plans for the Courts and collaborating with the General Services Administration, the Circuit Executive's Office, and the Administrative Office of the U.S. Courts on implementation
- Conducting special studies as directed and preparing statistical and narrative reports
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management

## **QUALIFICATIONS AND REQUIREMENTS**

### **General/Management:**

The position requires a minimum of ten years of progressively responsible administrative experience in public service or private industry and a thorough understanding of the organizational, procedural, and human aspects of managing an organization. At least three of the ten years must include substantive management experience at the executive level. Such experience typically includes financial and budget management, space and facilities management, human resources management, oversight of information technology, and long and short-range planning.

**Practice of Law:** An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

**Law Clerk:** An attorney who has served as a judicial law clerk in a federal court may substitute said clerkship on a year-for-year basis for the management or administrative experience requirement.

### **Educational Equivalents:**

**Undergraduate:** Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of 1 academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business, or judicial administration or related fields.

**Postgraduate:** A postgraduate degree in public, business, or judicial administration from such a college or university may be substituted for 1 additional year of the required general experience.

**Legal:** A degree from an accredited law school may be considered as qualifying for 2 additional years of the required general experience.

## **COURT PREFERRED SKILLS**

A law degree is preferred. Management experience in a federal or state court judicial system is highly desired. Knowledge of both federal civil and criminal rules of procedure and federal civil and criminal case progression is preferred. Knowledge of bankruptcy law and the progression of bankruptcy cases is preferred. Human resource experience is also preferred.

## **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; paid holidays; and periodic salary increases.

## **CONDITIONS OF EMPLOYMENT**

- Selected candidate must be a United States citizen or eligible to work in the United States.
- All Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation
- Judiciary employees serve under excepted appointments (not civil service) and can be terminated with or without cause by the court.
- Travel and relocation expenses will not be reimbursed.

## **HOW TO APPLY**

Submit an application packet including (1) cover letter, (2) resumé, (3) list of 3 professional references, and (4) completed AO-78, Application for Federal Judicial Branch employment (found at [www.oked.uscourts.gov](http://www.oked.uscourts.gov)) by U.S. Mail to:

United States District Court for the Eastern District of Oklahoma  
Attention: Patrick Keaney, Clerk of Court  
P.O. Box 607  
Muskogee, Oklahoma 74401

You may also email a completed application packet in **one** PDF to:

[pat\\_keaney@oked.uscourts.gov](mailto:pat_keaney@oked.uscourts.gov)

**\*\*\* THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS. \*\*\***