

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



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF OKLAHOMA**

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Position: Temporary Judicial Law Clerk (Full-time)  
Location: Muskogee, Oklahoma  
Closing Date: Open until filled; preference given to applications received by September 18, 2020  
Salary/Grade: JSP 12-1 (\$76,721)

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**POSITION OVERVIEW:**

The United States District Court for the Eastern District of Oklahoma is seeking a Temporary Judicial Law Clerk. The duty station is Muskogee, OK. This position reports to the Chief Judge of the Court. The position will commence on the applicant's start date and continue for one year and one day. The incumbent will primarily focus on the influx of criminal cases following the Supreme Court's decision in *McGirt v. Oklahoma*, \_\_ U.S. \_\_, 140 S. Ct. 2452 (July 9, 2020).

**DUTIES AND RESPONSIBILITIES:**

- Perform research to assist the Court in preparing opinions.
- Draft recommendations and orders for the Court's signature.
- Attend trials and other court proceedings
- Compile statistics and prepare periodic reports that reflect the status and flow of cases.
- Perform other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

- Law school graduate (or certified as having completed all law school studies and requirements and only awaiting conferment of degree) from a law school of recognized standing, **and** have demonstrated one of the following accomplishments or proficiencies: 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 that of the Association of American Law Schools; experience on the editorial board of a law review of such a school; or, proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of the above.
- Bar membership in a state, territory, or federal court of general jurisdiction.
- At least one year of legal work experience (e.g., progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience).

### **COURT PREFERRED SKILLS:**

- Proficiency with Westlaw and/or Lexis.
- Familiarity with the federal judicial system's electronic case filing system.
- Prior state or federal clerkship.

### **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 Courts 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 a FBI fingerprint background check and employment will be considered provisional until completed.
- Continued funding for this position is contingent upon authorization from the Judicial Conference of the United States.

### **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](http://www.oked.uscourts.gov)) to:

United States District Court for the Eastern District of Oklahoma  
Attention: Bonnie Hackler, Chief Deputy Court Clerk  
P.O. Box 607  
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: [bonnie\\_hackler@oked.uscourts.gov](mailto:bonnie_hackler@oked.uscourts.gov)

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