

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



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

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Position: Temporary Judicial Law Clerk (Full-time)  
Location: Muskogee, Oklahoma (telework options are available)  
Closing Date: Open until filled  
Salary/Grade: JSP 12-1 (\$77,488)

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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 selected applicant's start date and continue for at least one year.

**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
- Perform other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** 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 upper quarter of the law school class; or
- Experience on the editorial board of a law review of such school; or
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the Court, is the equivalent of the above.

**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.
- 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 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 an 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: Stephanie Horton, Chief Deputy Clerk  
P.O. Box 607  
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: [stephanie\\_horton@oked.uscourts.gov](mailto:stephanie_horton@oked.uscourts.gov)

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

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