

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA

Position: Temporary Judicial Law Clerk (Full-time)
Location: Muskogee, Oklahoma
Closing Date: Open until filled; preference given to applications received by May 21, 2021
Salary/Grade: JSP 12-1 (\$77,488)

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. The position will commence on the incumbent's start date and continue for one year and one day. The incumbent will provide legal research and writing support to the Court's two full-time Magistrate Judges.

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/SALARY RANGE: 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:

- 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.

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) to:

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

Or submit via email in a single .pdf file to: bonnie_hackler@oked.uscourts.gov

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