<center>*** CAREER OPPORTUNITY ***</center>

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA

Position: Career Law Clerk (Full-time)
*Subject to continued authorization of recall appointment of Magistrate Judge
Location: Muskogee, Oklahoma
Closing Date: January 2, 2024
Salary Range: JSP 11/01 to JSP 13/10 ($69,107-$128,043)
*Actual salary based upon qualifications and experience.

United States Magistrate Judge Steven P. Shreder is seeking qualified candidates for a full-time career law clerk position. The position is subject to Magistrate Judge Shreder's continued Ad Hoc Recall appointment, which is currently effective from January 10, 2024 through January 10, 2025, with the possibility of extension.

REPRESENTATIVE DUTIES: The career law clerk provides legal research and writing assistance to the judge; drafts orders, memoranda, and opinions; and performs administrative duties for chambers.

QUALIFICATIONS AND 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 the upper quarter of law school class; or
- Experience on the editorial board of a law review of such a school; or
- Graduation from such a school with an LLM degree; or
- Strong legal research and writing skills; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

To qualify for JSP grade 12, an individual must have one year of legal work experience. To qualify for JSP grade 13, two years of legal work experience is required. Except for JSP grade 11, a bar membership is required.

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.

BENEFITS: Employees of the Federal Judiciary are entitled to federal benefits which include health, dental, vision, and life insurance programs; long-term disability insurance; paid leave; periodic grade and step increases; paid federal holidays; and eligibility to participate in the federal retirement system and the Thrift Savings Plan.

CONDITIONS OF EMPLOYMENT: Applicants must be U.S. citizens or eligible to work in the U.S. All employees are subject to mandatory electronic direct deposit of salary payments. Employees of the U.S. Courts serve under "excepted appointments" and are considered at will employees. All judiciary employees are required to adhere to the Judicial Code of Conduct.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

APPLICATION INSTRUCTIONS: To apply for this position, please submit: (1) a cover letter addressing qualifications, skills, and experience; (2) a resumé; (3) a writing sample; (4) a list of three professional references; and (5) a completed Application for Judicial Branch Federal Employment (Form AO-78). (The application form can be found on the court's website - www.oked.uscourts.gov.)

Applications can be emailed, in one pdf, to Stephanie_Horton@oked.uscourts.gov, or mailed to:

United States District Court
Eastern District of Oklahoma
Attn: Stephanie Horton, Chief Deputy Clerk
P.O. Box 607
Muskogee, OK 74401

GENERAL INFORMATION: Participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided. Only qualified applicants will be considered for this position.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.

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