

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – CAREER LAW CLERK # FY 23-07

BASIC INFORMATION

Position Title:	Career Law Clerk to U.S. Magistrate Judge
Employment Type:	Full-time
Area of Consideration:	Open to All Qualified Applicants
Location:	Tulsa, Oklahoma
Position Grade:	JSP 11/1 – JSP 14/10 depending on qualifications & experience
Salary Range:	\$69,107 - \$151,308
Opening Date:	March 6, 2023
Closing Date:	Open Until Filled
Starting Date:	To Be Determined (April/May 2023)

POSITION OVERVIEW

The United States District Court for the Northern District of Oklahoma is accepting applications for the full-time position of Career Law Clerk to a U.S. Magistrate Judge. The career law clerk will provide legal research and writing assistance to the judge. The position is also responsible for providing some administrative support. The ideal candidate will possess excellent legal research and writing skills, initiative, sound judgment, professionalism, organizational skills, a strong work ethic, and the ability to multi-task.

REPRESENTATIVE DUTIES

- Provide general legal counsel and support to the judge.
- Research substantive issues of federal and state law.
- Draft legal memoranda, opinions, and orders.
- Prepare the judge for court proceedings.
- Coordinate and schedule settlement conferences in civil cases.
- Assist in overall functioning of chambers: answer chambers telephone, monitor chambers intake e-mail, coordinate workflow with other chambers staff, and greet visitors to chambers.
- Monitor activity in the Court’s Case Management/Electronic Case Filing (CM/ECF) system; identify and communicate with judge regarding motions and other docket activity; file orders in CM/ECF as appropriate.

QUALIFICATIONS

Required Qualifications

Applicant must be a law school graduate 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:

- Top quarter of law school class, law review experience, LLM degree, or proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.
- Proficiency in computer applications, e.g., Word, Adobe Acrobat.
- Excellent oral and written communication skills, professional demeanor, and the ability to work well with others.
- Ability to maintain confidentiality, exercise discretion, and consistently demonstrate sound ethics and judgment.

Preferred Qualifications

- Prior work experience in a court or law office.
- Experience using CM/ECF.
- Active member of a State Bar.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens. An FBI fingerprint check/background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Judiciary employees serve under excepted appointments and are considered “at will”. Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov. If hired at one of the lower levels, there is promotion potential to the next higher level without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; health, dental, vision, life, and long-term care insurance benefits; flexible benefits, and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has a free, onsite fitness center.

OTHER

Participation in the interview process will be at the applicant’s expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The salary grade and step at which a career law clerk commences employment is dependent upon experience and qualifications, such as years of prior legal experience and/or Bar membership. Placement above step 1 at any grade is based on previous federal service and highest previous rate rule. Final salary setting based on review and approval of the Administrative Office of the U.S. Courts.

APPLICATION INFORMATION

To apply for this position, qualified applicants should submit:

- 1) A cover letter describing interest and experience necessary to perform the job duties;
- 2) A resume;
- 3) A list of three references including contact information;
- 4) A legal writing sample, such as a legal brief, memorandum, or publication; and
- 5) The Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found on the District Court's website at <https://www.oknd.uscourts.gov/employment-opportunities>

The documents can be emailed, in one pdf, to okndhr@oknd.uscourts.gov. Only electronic applications will be accepted. Due to the volume of applications received, only applicants selected for an interview will be contacted. Questions can be directed to 918-699-4841.

The United States District Court is an Equal Opportunity Employer