

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – PARALEGAL/JUDICIAL ASSISTANT # FY 26-01

BASIC INFORMATION

Position Title:	Paralegal/Judicial Assistant
Employment Type:	Full-Time, Permanent
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Grade/Annual Salary Range:	JSP 8/1 – JSP 11/10, \$55,328 - \$96,116* <i>*Depending upon qualifications and experience</i>
Opening Date:	November 17, 2025
Closing Date:	December 10, 2025
Anticipated Report Date:	January 5, 2026

POSITION OVERVIEW

The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for the position of a Paralegal/Judicial Assistant for Senior District Judge Gregory K. Frizzell. The Paralegal/Judicial Assistant functions as a legal secretary for a senior judge and has responsibility as office manager for chambers.

REPRESENTATIVE DUTIES / RESPONSIBILITIES

Duties/responsibilities include, but are not limited to: screening incoming and preparing outgoing communications with an excellent command of English grammar, spelling, punctuation and proof-reading; maintaining the office and judge's calendars; coordinating appointments; arranging travel itineraries; maintaining chambers' library; providing assistance to law clerks; editing legal documents such as orders and jury instructions; preparing trial notebooks; writing and entering minute orders; heavy use in the federal courts' Case Management/Electronic Case Files (CM/ECF) entering orders; maintaining and preparing reports on case files; strong knowledge and skill in using WordPerfect; use of internet and intranet; familiarity with legal research on Westlaw; and some accounting experience will be helpful.

EXPERIENCE / QUALIFICATIONS

Minimum Required Experience/Qualifications

For appointments to this position, at any grade, the minimum education requirement is possession of a high school diploma, G.E.D., or other recognized certificate. The general experience requirement is two years. The specialized experience requirement ranges from three years for the lowest grade to six years for the highest grade.

General Experience

Progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Experience

Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Court Preferred Experience/Qualifications

Paralegal certificate preferred. This position requires a strong secretarial and legal background. Applicants should have excellent administrative, organizational, and legal skills; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, court unit executives, members of the bar, and the public; extensive knowledge of legal documents and terminology; strong knowledge and skill using personal computers and applications such as WordPerfect, Word, Lotus Notes, Quicken, Westlaw, spreadsheets and CM/ECF; and standard office equipment. The successful applicant should have the ability to pay close attention to detail while multi-tasking and possess the desire to work positively and cooperatively with others, while maintaining strict confidentiality with respect to work and the cases they will be working on. The applicant must be adaptable, flexible and have a strong sense of personal and professional integrity.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at-will”, and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan (401K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

APPLICATION INFORMATION / HOW TO APPLY

Qualified applicants should submit **one PDF document** that contains:

1. a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties;
2. a current/detailed chronological resume;
3. a list of three professional references including current contact information; and
4. a completed and signed Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The Optional Background Information on Page 5 of the application is not required for this position.

The application packet must be submitted ELECTRONICALLY, no exceptions, to okndhr@oknd.uscourts.gov. Questions can be directed to 918-699-4841.

Incomplete applications may not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for an interview. 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. More than one vacancy may be filled under this announcement.

The United States District Court is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

POSITION: Paralegal/Judicial Assistant, Full-Time
LOCATION: Tulsa, Oklahoma
STARTING LEVEL: JSP 8/1 – JSP 11/10, \$55,328 - \$96,116
SALARY: \$75,700 per Annum

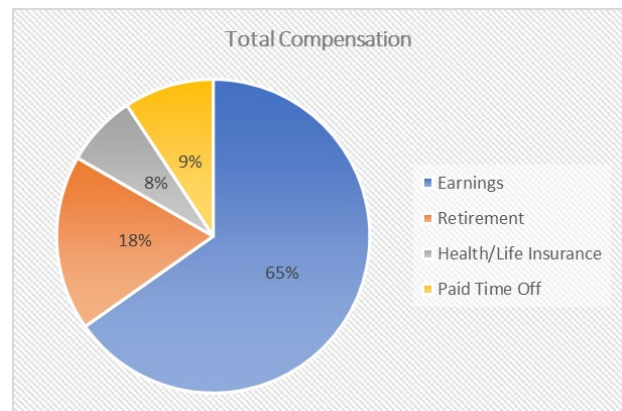
The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS

\$75,700

Retirement Benefits	\$20,968.90
Health/Life Insurance	\$8,595.28
Paid Time Off	\$10,772.69

TOTAL EMPLOYER CONTRIBUTIONS \$40,336.87



Employer contributions represent 34.76% of total compensation

TOTAL COMPENSATION \$116,036.87

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- | | |
|--|---|
| ❖ Retirement - Basic Benefit (FERS) | 16.5% of basic pay for FY26, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE) |
| ❖ Thrift Savings Plan - Automatic Contribution | 1% of Basic Pay for FERS employees |
| ❖ Thrift Savings Plan - Employee Matching | Up to an additional 4% of Basic Pay
<i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ Social Security | 6.2% of earnings up to SS Wage Base |

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i> |
| | <i>3 – 15 years = 160 hours/year</i> |
| | <i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)