

**UNITED STATES DISTRICT COURT
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA
Vacancy Announcement FY 20-10**

POSITION TITLE: Pro Se Law Clerk
POSITION TYPE: Full-time Temporary (Not-to-Exceed September 30, 2021)
LOCATION: Tulsa, Oklahoma, Muskogee, Oklahoma, or Full-Time Teleworker
SALARY RANGE/GRADE: \$76,721.00-\$140,146.00 Annually. JSP 12-14, based on qualifications and experience.
OPENING DATE: 08/03/2020
CLOSING DATE: Open until filled. Preference will be given to applications received on or before August 17, 2020.
STARTING DATE: To Be Determined

SUMMARY: This position reports to the two Chief Judges' and serves all Article III Judges in the Northern and Eastern Districts of Oklahoma. The incumbent will provide legal advice and assistance to the Court regarding prisoner petitions and complaints.

REPRESENTATIVE DUTIES:

- Perform substantive screening of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints.
- Review all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Perform research to assist the Court in preparing opinions.
- Draft recommendations and orders for the Court's signature.
- Act as liaison between the Court and litigants. Correspond with other officials, such as the U.S. Attorney, as required.
- Review the docket of pending prisoner and inmate litigation to ensure the proper progress of such cases and advise the Court of cases where action by the Court is appropriate.
- Compile statistics and prepare periodic reports that reflect the status and flow of cases. Identify problem areas, make recommendations, and offer solutions, as required by the Court, the Administrative Office, and other officials.
- Evaluate present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- Keep abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.

- Provide information and guidance to Article III and Magistrate Judges and other personnel working in the pro se area. Advise appropriate personnel on the status of cases.
- Perform other duties as assigned.

QUALIFICATIONS:

- Law school graduate (or certified as having completed all law school studies and requirements and only awaiting conferment of degree) from a law school of recognized standing, **and** have demonstrated one of the following accomplishments or proficiencies: standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or that of the Association of American Law Schools; experience on the editorial board of a law review of such a school; graduation from such a school with an LLM degree; or, proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of the above.
- Bar membership in a state, territory, or federal court of general jurisdiction.
- At least one year of legal work experience (e.g., progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience after graduation from law school).

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.

CONDITIONS OF EMPLOYMENT: Employees of the Court serve under "Excepted Service Appointments" and considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are required to adhere to the Judicial Code of Conduct. Applicants must be either U. S. citizens or eligible to work in the U.S. Electronic fund transfer (direct deposit) for net pay is mandatory. This position is covered under the annual and sick leave provisions. For additional information about benefits, please visit: www.uscourts.gov.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and employment will be considered provisional until the background check is completed. Continued funding for this position is contingent upon authorization from the Administrative Office of the United States Courts and it could be extended.

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. Questions about this announcement may be directed to 918-699-4841.

HOW TO APPLY: Qualified applicants should submit an introductory cover letter indicating whether or not they would prefer to be a full-time teleworker, current resume, Federal Judicial Branch Application for Employment (see: www.oknd.uscourts.gov), at least three professional references, and a copy of the law school transcript. Please submit electronically to okndhr@oknd.uscourts.gov; or, by U. S. Mail to United States District Court, Northern District of Oklahoma, Human Resources Office, 333 W. 4th Street, Room 411, Tulsa, OK 74103; or, by fax to 918-699-4756.

****EQUAL OPPORTUNITY EMPLOYER****