

UNITED STATES DISTRICT COURT NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA
VACANCY ANNOUNCEMENT – PRO SE LAW CLERK # FY 23-03

BASIC INFORMATION

Position Title:	Pro Se Law Clerk
Employment Type:	Full-time Temporary (Not-to-Exceed September 30, 2023)
Location:	Tulsa, OK (Full-time telework may be available for applicants with prior experience as a Pro Se Law Clerk)
Position Grade:	JSP 12/1-14/10, based on qualifications and experience
Beginning Salary Range:	\$79,363-\$144,976
Opening Date:	Tuesday, October 11, 2022
Closing Date:	Open until filled. Preference will be given to applications received on or before November 1, 2022
Starting Date:	To be determined

POSITION OVERVIEW

The Pro Se Law Clerk works under the supervision of the Supervisory Pro Se Law Clerk, reports to the Chief Judge, and serves all Article III Judges in the Northern and Eastern Districts of Oklahoma. The Pro Se Law Clerk will provide legal advice and assistance to both district courts in the management and disposition of prisoner civil-rights and non-capital habeas corpus cases.

REPRESENTATIVE DUTIES

This position requires strong legal research and writing skills, and the ideal candidate will have prior experience as a Pro Se Law Clerk. The responsibilities of this position include, but are not limited to, working on habeas corpus petitions brought under 28 U.S.C. §§ 2241 and 2254 and civil rights actions brought under 42 U.S.C. § 1983; screening new complaints and habeas petitions; performing legal research and preparing drafts of non-dispositive pretrial orders and dispositive orders for the assigned judge; keeping abreast of changes in the law, particularly new developments in the law interpreting and applying the AEDPA and the PLRA; communicating courteously and effectively with judicial officers and court personnel regarding prisoner litigation and other court-related assignments; and performing other duties as directed by the courts.

QUALIFICATIONS

Required 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 one 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).

Preferred Qualifications

- Pro Se Law Clerk experience.
- Excellent, efficient, and accurate legal research and writing abilities.
- Strong time-management skills and the ability to work independently.
- Proficiency with Word and Westlaw and/or Lexis.
- Familiarity with the federal judicial system's electronic case filing system.
- Prior state or federal clerkship.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. 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. Continued funding for this position is contingent upon authorization from the Administrative Office of the United States.

BENEFITS

Information about judiciary benefits can be found at www.uscourts.gov.

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.

APPLICATION INFORMATION

To apply for this position, qualified applicants should submit:

- A cover letter addressing qualifications, skills, and experience necessary to perform the job duties;
- A chronological resume including education, employment, and salary history; and
- 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 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