

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

Vacancy Announcement # FY 20-08

Position Title:	Term Law Clerk
Type:	Full-time
Vacancy Number:	FY 20-08
Location:	Tulsa
Open Date:	June 29, 2020
Close Date:	July 10, 2020
Start Date:	To Be Determined
Salary:	JSP 11/01-JSP 13/10 (\$64,009-\$118,603) (Starting salary will be commensurate with qualifications and work experience. Starting salary above step one requires prior federal work experience.)

**REPRESENTATIVE DUTIES:** District Judge John F. Heil, III invites applications for the position of a one-year term with the possibility of extension (not to exceed four years).<sup>1</sup> The term law clerk provides legal research and writing assistance to the judge and drafts orders, memoranda, and opinions. Applicants must possess excellent research, writing, proofreading, and communication skills.

**QUALIFICATIONS STANDARDS:** 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 the law school class;
- 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 judge, is the equivalent of one of the above.
- Minimum of two years of experience in the practice of law, with an emphasis on legal research and writing, is preferred.

To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience is required.

**LEGAL WORK EXPERIENCE:** Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

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<sup>1</sup> There is potential for this position to be converted to a Career Law Clerk.

**BENEFITS.** Employees of the U.S. District Court are not classified under the Civil Service System but are entitled to many of the same benefits as are other federal government employees including health, dental, vision and life insurance programs, periodic grade and step increases, and paid holidays. For additional information about benefits, please click [here](#).

**ADDITIONAL INFORMATION:** Applicants must be a U.S. citizen or eligible to work in the U.S. All employees are subject to mandatory electronic direct deposit of salary payments.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Interviews by video conference may be accommodated for interviewees upon request. Only qualified applicants will be considered for this position. Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees. Federal civil service classifications or regulations do not apply.

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.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Also, there is potential for this position to be converted to a Career Law Clerk, which could occur without further competition.

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate on or after the closing date.

**APPLICATION INSTRUCTIONS:** To apply, please submit a cover letter, resume, writing sample, and completed application form AO-78 (available on the Court's [website](#)) to the address below, or email as a single .pdf document to [okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov). Email applications should include the vacancy number and name of the applicant in the subject line. A writing sample can be a legal brief, noteworthy publication or legal research memorandum.

U.S. District Court, Northern District of Oklahoma  
Clerk's Office, Vacancy FY 20-08  
Page Belcher Federal Building  
333 W. 4<sup>th</sup> Street, Suite 411  
Tulsa, OK 74103

**An Equal Opportunity Employer**