

**U.S. DISTRICT COURT
Northern District of Oklahoma**



ANNOUNCEMENT: FY 17- 03
POSITION: Federal Law Clerk (two-year term)
TYPE: Full-Time Regular
LOCATION: Tulsa, Oklahoma
STARTING SALARY: \$84,443 - \$109,781* (JSP 13/01 to JSP 13/10)
*Starting salary above Step 1 requires prior federal work experience.

OPENING DATE: December 19, 2016
CLOSING DATE: Open until filled
START DATE: On or after February 6, 2017

REPRESENTATIVE DUTIES: This is a Term Law Clerk position with Senior U.S. District Judge Terence Kern. The term law clerk provides legal research and writing assistance to the judge and assists with the preparation of orders and opinions. Applicants must possess excellent research, writing, proofreading, and communication skills.

QUALIFICATIONS: To qualify for the position, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA-accredited law school with an excellent law school record (top 10% and law review editorial board experience is preferred but not required).
- Be a licensed attorney (an out-of-state license is acceptable).
- Possess superior research and writing skills.
- Be proficient in computer-assisted research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written, and interpersonal skills.
- Have at least two years of legal experience after law school. Preference will be given to candidates whose experience includes legal research and writing.

BENEFITS: Employees of the federal judiciary are not classified under civil service but are entitled to many of the same benefits as other federal government employees, including participation in health, life, dental, and vision insurance programs, periodic step increases, and paid holidays. Additional benefits include long-term care insurance, long-term disability insurance, and flexible spending. Parking is provided.

ADDITIONAL INFORMATION: Applicants must be a U. S. citizen or eligible to work in the United States. 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 that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may select a candidate from the applicants who responded to the original announcement without re-posting the position.

Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided. Only qualified applicants will be considered for this position.

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.

All employees are subject to mandatory electronic direct deposit of salary payment.

APPLICATION INSTRUCTIONS: To apply, please send a cover letter, resume, and two writing samples (e.g., legal brief, noteworthy publication, or legal research memorandum), along with a completed application form AO-78 (available at www.oknd.uscourts.gov), by email to: Charlotte_Griggs@oknd.uscourts.gov. All emails must contain the applicant's name and vacancy number 17-03 in the subject line. References may be requested at the time of interview.

Applications will be reviewed as received, and interviews will be scheduled as soon as possible.

Questions regarding this announcement can be directed to 918-699-4841.

THE U. S. DISTRICT COURT FOR THE NORTHERN DISTRICT OF OKLAHOMA
IS AN EQUAL OPPORTUNITY EMPLOYER