



U.S. DISTRICT COURT
Northern District of Oklahoma
Vacancy Announcement Number: FY 21-08

POSITION TITLE: Law Clerk to U. S. Magistrate Judge
POSITION TYPE: Full-Time, Regular
SALARY RANGE: \$64,009.00 - \$140,146.00 Annually
(JSP 11-14, based on qualifications/experience)
OPENING DATE: December 14th, 2020
CLOSING DATE: Open Until Filled
START DATE: To Be Determined

SUMMARY: This position reports to United States Magistrate Judge Elect Susan E. Huntsman and is located in Tulsa, Oklahoma. The selected candidate will research substantive issues of federal and state law; draft opinions and orders; assist the Judge in preparing for hearings; and, in general, provide legal counsel and support to the Judge.

This position is for a term ending August 31, 2022, but may be renewed for up to four years in total.

QUALIFICATIONS: To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate **and** have demonstrated one of the following accomplishments or proficiencies:

- (a) 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 the Association of American Law Schools; or
- (b) Experience on the editorial board of a law review of such a school; or
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

In addition, the Magistrate requires bar membership. 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. Applicants must possess excellent research, writing, proofreading, analytical, and communication skills.

SALARY RANGE: To qualify for JSP 12, an individual must have one year of legal work experience. To qualify for JSP 13, an individual must have two years of legal work experience. To qualify for JSP 14, an individual must have three years of legal work experience, and two of the required three years must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

BENEFITS: Employees of the Court are entitled to federal benefits which include health, dental and vision insurance, life insurance, long-term care insurance, long term disability insurance, flexible spending accounts, and all federal holidays. This position is not eligible to participate in the retirement system or the Thrift Savings Plan. It is not covered under the annual and sick leave provisions. Parking is provided.

CONDITIONS OF EMPLOYMENT: Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U. S. citizens or eligible to work in the United States. New employees are subject to a background check, including fingerprinting, and employment will be considered provisional until the background check is complete. Electronic fund transfer (direct deposit) for net pay is mandatory.

OTHER: Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

HOW TO APPLY: To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a writing sample; (4) a list of three professional references including contact information; and, (5) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The documents can be emailed, in one pdf, to Kacy_DuVall@oknd.uscourts.gov, or by mail to Kacy DuVall, United States District Court, Northern District of Oklahoma, 333 W. 4th Street, Room 411, Tulsa, OK 74103. Questions can be directed to 918-699-4841.

GENERAL INFORMATION: Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this vacancy announcement or withdraw it without written or other notice.

****EQUAL OPPORTUNITY EMPLOYER****