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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Full-Time Term Law Clerk
Vacancy Number: 23-10
Location: Oklahoma City
Close Date: December 1, 2023
Start Date: October 7, 2024
Starting Salary Range: JSP 11/01-JSP 13/10 (\$69,107-\$128,043)*
* Starting salary commensurate with qualifications and work experience.
Starting salary above step one requires prior federal work experience.

POSITION OVERVIEW: The United States District Court for the Western District of Oklahoma is seeking a full-time (40 hours/week) term law clerk to United States District Judge Charles B. Goodwin. This law clerk position is for one year with the possibility of extension (not to exceed four years).

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES: The term law clerk provides legal research and writing assistance to the judge and prepares drafts of orders, memoranda, and opinions. The clerk is also responsible for some clerical/administrative duties, as the chambers' arrangements do not include a judicial assistant. These duties may require the term law clerk to answer and screen telephone calls, greet and assist the public, answer general inquiries, coordinate judge's schedule and travel arrangements, coordinate judge's meetings and appointments, assist judge and other staff in managing dockets, and assist judge in filing reports. 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.

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. With the exception of grade 11, a bar membership also 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.

COURT PREFERRED SKILLS: Prior legal work experience. Experience in the federal judicial system, especially as a law clerk.

BENEFITS: Employees of the United States District Court are not classified under Civil Service but are entitled to participate in many of the same benefits as other federal government employees including health, dental, vision, life, and long-term care insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Applicants must be United States citizen or eligible to work in the United States. 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. 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. Excepted appointments are at will and can be terminated with or without cause. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the 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, which may occur without prior 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.

APPLICATION INSTRUCTIONS: To apply, please submit a cover letter, résumé, writing sample, and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>) to the address below, or email as a single .pdf document to hr@okwd.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.

Vacancy No. 23-10
Carmelita Reeder Shinn, Court Clerk
United States District Court
Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102

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