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

[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

Position Title: Term Law Clerk  
Type: Full-time  
Vacancy Number: 24-01  
Location: Oklahoma City or hybrid/remote  
Close Date: March 8, 2024 (anticipated start date: third quarter of 2024)  
Salary: JSP 11/01-JSP 13/10 (\$72,553-\$134,435)  
Starting salary will be commensurate with qualifications and work experience.  
Starting salary above step one requires prior federal work experience.

**SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES:** Magistrate Judge Suzanne Mitchell invites applications for the position of a one-year term law clerk with the possibility of extension (not to exceed four years). The term law clerk provides legal research and writing assistance to the judge and drafts orders, memoranda, and opinions. The term law 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 public; answer general inquiries; coordinate judge's schedule and travel arrangements; coordinate judge's meeting and appointments; assist courtroom deputies in maintaining electronic court calendar; be familiar with electronic filing and case management systems; proofread and edit material for grammar, spelling accuracy, and word usage; review legal submissions (such as motions, petitions, supporting, and opposing briefs); manage docket and prioritize projects to ensure that motions are briefed and are cleared in a timely manner; arrange settlement conferences; coordinate with personnel in the clerk's office, the U.S. Marshals Service, and other judicial chambers to ensure efficient disposition of cases; and keep abreast of changes in the law. 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.
- Previous legal work experience 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. With the exception of grade 11, a bar membership also is required.

**LOCATION:** This position is in-person, with the possibility of hybrid or remote work pending Judge Mitchell's approval. Applicants residing outside the Oklahoma City metro area may be asked to relocate before starting work.

**LEGAL WORK EXPERIENCE:** Legal work experience is defined as progressively responsible experience in the practice of law, 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.

**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; paid leave; periodic grade and step increases; and paid holidays.

**ADDITIONAL INFORMATION:** Applicants must be U.S. citizens 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 and 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 employment offer. 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. 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, either 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.

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, list of three references, unofficial law school transcript, and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>) to the address below or by email as a single .pdf document to [hr@okwd.uscourts.gov](mailto: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 24-01  
Carmelita Reeder Shinn, Court Clerk  
U.S. District Court, Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 NW 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102

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