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

Position Title: Term Law Clerk  
Vacancy Number: 16-04  
Location: Oklahoma City  
Open date: August 1, 2016  
Close Date: August 22, 2016  
Start Date: September 1, 2016  
Starting Salary Range: JSP 11/01 to JSP 13/10 (\$59,246 to \$109,781\*)

\* Starting salary commensurate with qualifications and work experience. Starting salary above step one requires prior federal law clerk work experience.

**REPRESENTATIVE DUTIES:** Magistrate Judge Bernard M. Jones invites applications for the position of a term law clerk. The term law clerk provides legal research and writing assistance to the judge and drafts orders, memoranda and opinions. Applicants must be a law school graduate, and possess excellent research, writing, proofreading, and communication skills.

Successful candidate should possess good judgment and good analytical skills; demonstrate initiative; possess a strong work ethic; maintain a professional appearance and demeanor at all times; be able to work quickly and harmoniously with others in a team-based environment; and, must be able to communicate effectively, both orally and in writing. This position requires excellent attendance, punctuality, and flexibility with work hours.

**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.

**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 and life insurance programs, periodic grade and step increases, and paid holidays.

	<u>Yrs. Legal Exp.</u>	<u>Bar Membership Req.</u>	<u>Salary Range**</u>
Grade JSP 11	0	No	\$59,246 - \$77,019
Grade JSP 12	1	Yes	\$71,012 - \$92,316
Grade JSP 13	2	Yes	\$84,443 - \$109,781

\*\* starting salary above step 1 requires prior federal work experience

**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 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; 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. 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 that 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 send a cover letter, resume, completed application form AO-78 (available at [okwd.uscourts.gov](http://okwd.uscourts.gov)), and a writing sample to [hr@okwd.uscourts.gov](mailto:hr@okwd.uscourts.gov). A writing sample can be a legal brief, noteworthy publication or legal research memorandum, etc.

Vacancy No. 16-04  
United States District Court  
Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 N.W. 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102

**An Equal Opportunity Employer**