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

Position Title: Federal Law Clerk (two-year term)  
Vacancy Number: 16-08  
Location: Oklahoma City  
Open date: November 14, 2016  
Close Date: January 17, 2017  
Start Date: September 18, 2017  
Starting Salary Range: JSP 11/01 to JSP 13/10 (\$59,246 to \$109,781\*)  
\* Starting salary commensurate with qualifications and work experience.

**REPRESENTATIVE DUTIES:** This is a Term Law Clerk position with U.S. Magistrate Judge Charles B. Goodwin beginning September 18, 2017, and ending in September of 2019. 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 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 25 percent 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 AND SALARY:** 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 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 elect to 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. 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.

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

**APPLICATION INSTRUCTIONS:** To apply, please send a cover letter, résumé, writing sample (e.g., legal brief, noteworthy publication, or legal research memorandum), and reference contact information, along with a completed application form AO-78 (available at [okwd.uscourts.gov](http://okwd.uscourts.gov)), by email to: [16-08@okwd.uscourts.gov](mailto:16-08@okwd.uscourts.gov). **All emails must contain the name of the applicant and the vacancy number 16-08 in the subject line.**

**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 of January 17, 2017.**

Vacancy No. 16-08  
United States District Court  
William J. Holloway, Jr. United States Courthouse  
200 N.W. 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102  
**An Equal Opportunity Employer**