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

www.okwd.uscourts.gov

Position Title: Pro Se Law Clerk
Vacancy Number: 25-05
Location: Oklahoma City
Close Date: Open until filled. Applications will be reviewed upon submission. Applications received prior to **July 11, 2025** will receive priority.
Starting Salary Range: JSP 11/01 to JSP 14/10 (\$73,939 to \$161,889*)
*Appointment at the highest grade requires prior federal law clerk work experience. Starting salary will be commensurate with experience and in accordance with the *Guide to Judiciary Policy*.

The United States District Court for the Western District of Oklahoma is seeking qualified applicants for the position of Pro Se Law Clerk, 40 hours per week.

REPRESENTATIVE DUTIES: The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints. A Pro Se Law Clerk performs duties and responsibilities such as the following:

- Performs substantive screening after filing of prisoner and inmate petitions and motions, including state habeas corpus petitions, and civil rights complaints;
- Drafts appropriate recommendations and orders for the Court's review;
- Reviews complaints, petitions, and pleadings to determine issues involved and basis for relief;
- Performs research, as required, to assist the Court in preparing opinions;
- Maintains liaison between Judges' chambers;
- Evaluates present procedures to determine innovations for increasing the effectiveness in handling complaints, petitions, and pleadings;
- Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate;
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases;
- Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials;

- Keeps abreast of recent decisions and legislation in the pro se area. Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro se area.

QUALIFICATIONS STANDARDS: To qualify for the position of pro se law clerk, an individual 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 of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- 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;
- 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 appointing judge, is the equivalent of one of the above.

Minimum of two years of experience in the practice of law, with an emphasis on legal research and writing.

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judges.

LEGAL WORK EXPERIENCE: Legal work experience is 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 in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

The table below shows the number of years of legal work experience required to qualify for appointment as a pro se law clerk at the applicable JSP grade level. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership
11	0	No
12	1	Yes
13	2	Yes
14	3*	Yes

*Two years of federal chambers law clerk, staff attorney, bankruptcy appellate panel law clerk, pro se law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including the federal employees' retirement plan, thrift savings plan, health, dental, vision, and life insurance programs, paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: Applicants must be a United States Citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

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.

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 19-21 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, 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.

Employees are subject to The Code of Conduct for Judicial Employees.

All Court employees are at will and therefore the selected candidate may be removed from this position at any time.

APPLICATION INSTRUCTIONS: To apply, please send a cover letter, resume, 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. 25-05
Joan Kane, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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