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

www.okwd.uscourts.gov

Position Title: Temporary Law Clerk
Vacancy Number: 26-01
Location: Oklahoma City
Close Date: Open until filled. Preference given to applications received by **March 13, 2026**.
Starting Salary Range: JSP 11/01 to JSP 12/01 (\$74,678 to \$89,508)
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 a full-time, short-term (limited to one-year), temporary law clerk. Current funding is approved through the end of this fiscal year, but is subject to availability in fiscal year 2027 (October 1, 2026, through September 30, 2027).

REPRESENTATIVE DUTIES: The temporary law clerk provides legal research and writing assistance to the district's four U.S. Magistrate Judges in connection with immigration habeas corpus petitions. Applicants must possess excellent research, writing, proofreading, and communication skills.

QUALIFICATIONS STANDARDS: Applicant must be a law school graduate 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 appointing judge, is the equivalent of one of the above.

To qualify for grade 12, one year of legal work experience is required. With 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, 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 Civil Service but are entitled to many of the same benefits as other federal government employees including

health, dental, and vision programs. Employees are entitled to 11 paid holidays, and possible eligibility for paid annual and sick leave.

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

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>.

Employees are subject to The Code of Conduct for Judicial Employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Judicial employees serve at-will and therefore the selected candidate may be removed from this position at any time.

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.

APPLICATION INSTRUCTIONS: To apply, please submit 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. 26-01
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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