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UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA
www.okwd.uscourts.gov

Position Title:	Term Law Clerk
Type:	Full-time
Vacancy Number:	26-12
Location:	Oklahoma City
Close Date:	October 9, 2026. Preference will be given to applicants who submit their application prior to **September 25, 2026**.
Salary:	JSP 11/01-JSP 13/10 ($74,678-$138,370) 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 beginning in August/September 2027 with the strong possibility of extension for a second year. 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 the public; answer general inquiries; 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; assist with settlement conferences; 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:

1. Standing within the upper quarter of the law school class;
2. Experience on the editorial board of a law review of such a school;
3. Graduation from such a school with an LLM degree; or
4. Proficiency in legal studies that, in the opinion of the judge, is the equivalent of number two or three above.

A minimum of one year of experience in the practice of law is preferred, with an emphasis on legal research and writing.

To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience are required. With the 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 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. 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. 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.

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 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, any 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.

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

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 26-12
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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