

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT – TERM LAW CLERK # FY 25-07

BASIC INFORMATION

Position Title:	Term Law Clerk to U.S. Magistrate Judge
Employment Type:	Full-Time, 1 year (further extensions may be considered but not to exceed 4 years)
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Grade/Annual Salary Range:	JSP 11/1 – JSP 13/10, \$73,939 - \$137,000* <i>*Depending upon qualifications and experience</i>
Opening Date:	September 15, 2025
Closing Date:	Open Until Filled (to ensure consideration, apply by October 3, 2025)
Anticipated Report Date:	TBD (November 2025)

The United States District Court for the Northern District is comprised of 11 judicial officers, their staff, and a Clerk's Office staff of 36 employees. Term Law Clerks are members of their assigned Judges' staff and report directly to their designated Judge.

POSITION OVERVIEW

The United States District Court for the Northern District of Oklahoma is accepting applications for the full-time position of Term Law Clerk to U.S. Magistrate Judge Jodi F. Jayne. The position is for a one-year term, with the possibility of extension not to exceed a total of four years. The term law clerk will provide legal research and writing assistance to the judge. The ideal candidate will possess excellent legal research and writing skills, initiative, sound judgment, professionalism, organizational skills, a strong work ethic, and the ability to multi-task. The term law clerk will also perform administrative tasks as needed.

The salary grade and step at which a term law clerk commences employment is dependent upon experience and qualifications, such as years of prior legal experience and/or bar membership. Placement above step 1 at any grade is based on previous federal service and highest previous rate rule. Final salary setting based on review and approval of the Administrative Office of the U.S. Courts.

REPRESENTATIVE DUTIES / RESPONSIBILITIES

- Provide general legal counsel and support to the judges.
- Research substantive issues of federal and state law.
- Draft legal memoranda, opinions, and orders.
- Prepare the judges for court proceedings.
- Assist in overall functioning of chambers: answer chambers telephone, monitor chambers intake e-mail, coordinate workflow with other chambers staff, and greet visitors to chambers.
- Perform other duties, as assigned.

EXPERIENCE / QUALIFICATIONS

Minimum Required Experience/Qualifications

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:

- Top quarter of law school class, law review experience, LLM degree, or proficiency in legal studies or experience that, in the opinion of the judges, is the equivalent of one of the above.
- Proficiency in computer applications, e.g., Word, Adobe Acrobat.
- Excellent oral and written communication skills, professional demeanor, and the ability to work well with others.
- Ability to maintain confidentiality, exercise discretion, and consistently demonstrate sound ethics and judgment.

Court Preferred Experience/Qualifications

- At least 1 year of legal experience.
- Experience using CM/ECF.
- Active member of a State Bar.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at-will”, and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan (401K), and wellness and employee assistance programs. For more information, please click [here](#). The federal courthouse has a free, onsite fitness center, and parking is provided.

APPLICATION INFORMATION / HOW TO APPLY

Qualified applicants should submit **one PDF document** that contains:

1. a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties;
2. a current/detailed chronological resume;
3. a list of three professional references including current contact information;
4. a legal writing sample, such as a legal brief, memorandum, or publication; and
5. a completed and signed Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#). The Optional Background Information on Page 5 of the

application is not required for this position.

The application packet must be submitted ELECTRONICALLY, no exceptions, to okndhr@oknd.uscourts.gov. Questions can be directed to 918-699-4841.

Incomplete applications may not be considered. Applications will be screened for qualifications, and only the most qualified applicants will be contacted and selected for an interview. Participation in the interview process will be at the applicant's expense and relocation expenses will not be provided.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. More than one vacancy may be filled under this announcement.

The United States District Court is an Equal Opportunity Employer