



Muskogee

101 North 5th Street
Muskogee, OK 74401

www.okeb.uscourts.gov

Important Information

Opening Date: 10/24/2025

Closing Date: To ensure priority consideration apply by 11/28/2025

Salary Class:
JSP 11/1 to 11/10

How to Apply

HumanResources_OKED@oked.uscourts.gov

The U.S. Courts are an equal opportunity employer.



CAREER OPPORTUNITY

U.S. BANKRUPTCY COURT - EASTERN DISTRICT OF OKLAHOMA

Position: Paralegal/Judicial Assistant to Chief Bankruptcy Judge

Vacancy: 25-03

Salary Range: \$73,939 - \$96,116

Duty Station: Tulsa and/or Muskogee, OK

POSITION OVERVIEW: Chief U.S. Bankruptcy Judge Paul R. Thomas invites applications for the position of Paralegal/Judicial Assistant. This judge is currently serving under a multi-district designation for the Eastern and Northern Oklahoma Bankruptcy Courts. The Paralegal/Judicial Assistant functions as a paralegal and primary judicial assistant for the Chief Bankruptcy Judge and has responsibility as office manager for the Bankruptcy chambers.

The duties include, but are not limited to conducting legal research and compiling findings for the judge to review; editing legal documents such as orders; preparing hearing notebooks; writing and entering minute orders; using the federal courts' Case Management/Electronic Case Files (CM/ECF) for entering orders and other notices; maintaining and preparing reports on case files; screening incoming and preparing outgoing communications; maintaining the office and judge's calendars; interfacing with Court Clerk's office and members of the bar; coordinating appointments; arranging travel itineraries; maintaining chambers' library; providing assistance to law clerks; strong knowledge and skill in using WordPerfect; use of internet and intranet; familiarity with legal research on Westlaw; and some accounting experience will be helpful. This position requires a strong legal and executive administrative support background.

REQUIREMENTS: Applicants should have excellent administrative, organizational, and legal skills; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, court unit executives, members of the bar, and the public; extensive knowledge of legal documents and terminology; strong knowledge and skill using personal computers and applications such as Word, Westlaw, Excel and CM/ECF; and standard office equipment. The successful applicant should have the ability to pay close attention to detail while multi-tasking and possess the desire to work positively and cooperatively with others, while maintaining strict confidentiality with respect to work and the cases they will be working on. The applicant must be adaptable, flexible and have a strong sense of personal and professional integrity.

QUALIFICATIONS: For appointment to this position, at any grade, the minimum education requirement is possession of a high school diploma, G.E.D., or other recognized certificate. The general experience requirement is two years. The specialized experience requirement ranges from one year for the lowest grade to six years for the highest grade.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for employees and applicants to review upon request.
- Judicial employees are subject to periodic Federal Bureau of Investigation (FBI) background checks.
- Employees of the United States District Court are excepted service appointments.
- Excepted service appointments are at will and can be terminated with or without cause by the Court.
- Travel and relocation expenses are not reimbursed.
- Employees are subject to mandatory electronic funds transfer for payroll deposits.

Specialized experience is defined as progressively responsible paralegal, writing, research and administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment. Such experience is commonly encountered in the legal field, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Educational Substitutions: Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience. A bachelor's degree may be substituted for two years of general experience. (Preferably, such degree should have included courses in law, government, public or business administration or related fields.) Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience.

PREFERRED QUALIFICATIONS: Paralegal degree or certificate; Juris Doctorate degree; prior court experience.

BENEFITS: Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long -term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan (similar to a 401K); paid holidays; and periodic salary increases. Information about judiciary benefits can be found at www.uscourts.gov.

HOW TO APPLY

- Submit the following in a single pdf to: HumanResources_OKED@oked.uscourts.gov
- Cover letter
- Resume
- Application Form AO-78 found on www.oked.uscourts.gov
- Contact information for three professional references

Application documents may also be mailed to:

U.S. District Court for the Eastern District of Oklahoma
Attention: Alisa Henin, HR Adminsitrator
P.O. Box 607
Muskogee, OK 74401

Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.