



UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA
224 S. Boulder Ave., Room 105
Tulsa, Oklahoma 74103

Law Clerk – Term

Vacancy Announcement: 2023-02

POSITION:	Law Clerk - Term
POSITION TYPE:	Full-time, Term Limited (Mon – Fri, 8am-5pm)
SALARY RANGE:	JSP Grades 12-13 (\$82,830 – \$128,043)
OPEN DATE:	Thursday, June 8, 2023
CLOSING DATE:	Open Until Filled
DUTY STATION:	Tulsa, Oklahoma

This position will be appointed to the chambers of Chief Judge Terrence L. Michael, for the U.S. Bankruptcy Court for the Northern District of Oklahoma in Tulsa. The term judicial law clerk researches issues of law, attends court proceedings, and makes recommendations to the assigned judicial officer based on the law. There is daily interaction with the judicial officers and other law clerks concerning legal and court-related issues.

This appointment will be for an initial term of two years and may be extended to no more than an additional two years. Previous federal service as a Term Law Clerk may lessen the four-year total appointment. Successful candidate must be able to provide a minimum two-year commitment to the appointment. The preferred start date is July 31, 2023, but is negotiable.

Minimum Qualifications

To qualify for the position of law clerk, an 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 of recognized standing and have one or more of the following attributes:

- 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
- Demonstration of proficiency in legal studies, which in the opinion of the judge, is equivalent to one of the above.
- At least one year in practice or judicial clerkship. Knowledge of bankruptcy law is highly preferable.

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required.

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 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 from law school.

Preferred Qualifications

It is preferred that applicants have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis, and Microsoft Office. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment, and discretion are required.

Additional Information

This position is considered a **term** appointment. Term appointments end no later than four years from the date of the appointment unless previous federal Term law clerk experience applies. Law clerks appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision, and life insurance coverage. Term law clerks are not eligible to participate in the retirement system or the Thrift Savings Plan. Based on the judge's discretion, Term law clerks may or may not be placed on the Leave Act. Please visit [our website](#) for a complete federal benefits overview.

Employees must adhere to the judiciary's Code of Conduct. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Cover letter & current resume.
- Names and contact information for two professional references.
- Writing sample.

Your application packet must be submitted as a **single pdf document** by email to: hr1@oknb.uscourts.gov. Please note "Vacancy Announcement: 2023-02" in the subject line of the email. Incomplete applications may not be considered.

Interview expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities.

The United States Bankruptcy Court for the Northern District of Oklahoma reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER