



Ed Edmondson U.S. Courthouse
101 North 5th Street
Muskogee, OK 74401

www.okeb.uscourts.gov

CAREER OPPORTUNITY

U.S. BANKRUPTCY COURTS - NORTHERN & EASTERN DISTRICTS OF OKLAHOMA

Position: Temporary Law Clerk

Vacancy: 25-08

Location: Tulsa and Muskogee, OK

Salary Range: \$73,939 - \$88,621* (JSP 11/1-JSP 12/1)

* Actual salary based upon qualifications and experience.

POSITION OVERVIEW: Chief U.S. Bankruptcy Judge Paul R. Thomas invites applications for the position of temporary law clerk. Chief Judge Thomas serves as the sole bankruptcy judge for the U.S. Bankruptcy Courts for the Northern and Eastern Districts of Oklahoma under a multi-district designation. **This position is for a term of one year and is subject to funding renewal on or before September 30, 2026.**

REPRESENTATIVE DUTIES: The law clerk provides legal research and writing assistance to the judge; drafts orders, memoranda, and opinions; and performs administrative duties for chambers.

Important Information

Opening Date: 12/15/2025

Closing Date: Open until filled

How to Apply

HumanResources_OKED@oked.uscourts.gov

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

The successful candidate should have good judgment and good analytical skills; demonstrate initiative; possess a strong work ethic; maintain a professional appearance and demeanor at all times; be able to work quickly and harmoniously with others in a team-based environment; and be able to communicate effectively, both orally and in writing. This position requires excellent attendance, punctuality, and flexibility with work hours. Some travel between Tulsa, OK and Muskogee, OK will be required.

QUALIFICATIONS AND STANDARDS: Applicants 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:

- Standing within the upper quarter of the law class;
- Experience on the editorial board of a law review at such a school; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

LEGAL WORK EXPERIENCE: Legal work experience is defined as progressively responsible experience in the practice of law, in 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.

To qualify for JSP grade 12, an individual must have one year of legal work experience and be a member of the bar of a state, territory, or federal court of general jurisdiction.

COURT PREFERRED SKILLS: Prior clerkship experience; graduation from law school with a cumulative GPA of 3.5 or higher; excellent legal research, writing, and communication skills; and familiarity with the CM/ECF system, the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure.

BENEFITS: Employees of the Federal Judiciary are entitled to federal employee benefits including health, dental, vision, and life insurance programs; paid leave; periodic grade and step increases; and paid holidays. This position is not eligible for participation in the Federal Employee Retirement System or the Thrift Savings Plan. Visit www.uscourts.gov for additional benefit information.



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 Bankruptcy 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.

HOW TO APPLY:

- Submit the following in a single pdf to:
HumanResources_OKED@oked.uscourts.gov
- Cover letter addressing qualifications, skills, and experience;
- Resume;
- Completed Application Form AO-78 found on www.okeb.uscourts.gov;
- Contact information for three professional references; and
- Writing sample.

Application documents may also be mailed to:

U.S. Bankruptcy Court for the Eastern District of Oklahoma
Attention: Alisa Henin, HR Administrator
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.