



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Jacksonville Division**

VACANCY ANNOUNCEMENT

**Judicial Law Clerk to the Honorable Marcia Morales Howard
United States Magistrate Judge**

\$48,947 to start*

Announcement No.: 05-01 **Closes:** Open until filled. **Available:** September 2005

Position Overview

The judicial law clerk serves as legal advisor to the Honorable Marcia Morales Howard, United States Magistrate Judge, Jacksonville, Florida. The judicial law clerk's responsibilities include management of civil and criminal cases, researching issues of law and preparation of memoranda and drafting proposed orders. Judicial law clerks are also responsible for some clerical/administrative duties.

Minimum Qualification Requirements

To qualify for the position, one must have the following minimum qualifications: (1) a law school graduate from the top-third of the graduating class; (2) good character, maturity, and willingness to work long hours; (3) possess excellent skills in research, writing, proofreading, communication and source and cite checking (including use of proper Bluebook form); (4) proficient in computer-assisted legal research; and (5) proficient in Windows and WordPerfect 9.0 or higher with excellent typing skills. Individuals with prior law clerk experience or experience researching and writing motions, memoranda of law or appellate briefs in federal court and individuals with post-graduate experience in actual litigation are encouraged to apply.

Information for Applicants

Applicants should submit a cover letter and current resume with day and evening telephone numbers and one writing sample to the Honorable Marcia Morales Howard, U.S. Magistrate Judge, Attn. 05-01, 300 N. Hogan Street, Suite 5-111, Jacksonville, Florida 32202-4249. Resumes must contain GPA and class rank (if provided by the applicant's law school). No transcripts or references required until interview.

Deadline for Receipt of Resumes

All resumes must be received by 5:00 pm, Wednesday, November 3, 2004. Facsimiles will not be accepted. Selected interviews will be scheduled after the deadline for receipt of resumes.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See reverse side for employee benefits)

* Starting salary commensurate with work experience and prior pay history.
(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of seven million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.
