

# VACANCY ANNOUNCEMENT #24-31

## JUDICIAL LAW CLERKS

(Two positions available)

United States District Court | Middle District of Florida

### Details

#### Location

Jacksonville, FL

#### Salary Range

\$72,553 to \$122,198

#### Term

2 Term Law Clerk positions available. 1 year term renewable up to 2 years. Available July 2024.

#### Deadline

Open until filled

#### Interviews

Scheduled as applications are reviewed

#### How to Apply

Submit, in a single Adobe Acrobat File (.pdf), (1) a cover letter explaining your interest in this clerkship, (2) a resume that includes your class rank, (3) a writing sample, (4) official or unofficial transcripts, and (5) a list of three professional references with telephone contact numbers by email to:

resume\_orl@flmd.uscourts.gov

### Position Overview

This announcement is for two term law clerks to the new United States Magistrate Judge in Jacksonville. All applicants shall indicate whether they are interested in a clerkship term of 1 year, 2 years, or both. Applicants must exhibit good character and sound judgment, effective research and writing skills, and a strong and collaborative work ethic.

The law clerks will work in chambers as legal advisors to the judge. They are charged with researching issues of law, drafting bench memoranda and proposed orders, managing their assigned cases, and other duties as assigned. The judge and law clerks will interact daily. Clerks must be able to work harmoniously with others and communicate effectively, both orally and in writing. Professionalism is essential.

### Minimum Qualifications

The position requires excellent writing, analytical, and time management skills. The Court's caseload is one of the busiest in the United States. Applicants must have a strong work ethic and be able to meet multiple deadlines in a timely and organized fashion. At the time of appointment, applicants must be a law school graduate. Post-graduate legal or other professional experience, academic standing in the top 25 percent, and membership on law review or a law journal are strongly preferred.

### Other Information

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Visit [OPM.gov](https://www.opm.gov) for more information about available benefits and eligibility.

Starting salary will be commensurate with work experience and prior pay history. Salary may be higher with previous experience as a law clerk to a federal judge. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

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