



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
TAMPA DIVISION**

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK**

**\$59,246 - \$99,785**

**Announcement No.:** 16-46 **Closes:** When filled **Available:** Summer 2017

**Position Overview**

The judicial law clerk researches issues of law, attends trials and other court proceedings, acts as legal advisor, and makes recommendations based on the law, to Magistrate Judge Julie S. Sneed, United States District Court, Middle District of Florida. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, both civil and criminal, often involving novel issues of law. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. Administrative duties are also part of the position. Chambers arrangements do not provide for a secretary for the Judge or law clerks.

**Minimum Qualification Requirements**

At the time of appointment, the applicant must be a law school graduate with academic standing in the upper twenty percent of the class and have demonstrated proof of superior research and writing skills and legal acumen. Additionally, the applicant must be proficient in computer-assisted research, Windows and Microsoft Word. Experience on the editorial board of law review or on moot court or publication in a law review journal is preferred. Bar membership and post-graduate experience in litigation is a benefit.

**Information for Applicants**

Employment with the United States District Court offers civil and criminal law experience at the federal court level and an environment providing significant responsibility and challenge.

Applicants should submit a cover letter, resume with class rank and honors, day and evening telephone numbers, transcripts and writing samples to: Federal Clerkship, Attention: Position 16-46, Chambers of the Honorable Julie S. Sneed, U.S. District Court, 801 N. Florida Avenue, Suite 11A, Tampa, Florida 33602 or you can email a **PDF version** to [Chambers\\_flmd\\_Sneed@flmd.uscourts.gov](mailto:Chambers_flmd_Sneed@flmd.uscourts.gov).

**Deadline for Receipt of Resumes**

All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Calls to chambers to check status of an application are strongly discouraged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

\* 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 and are subject to a background check.

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:

- 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.

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 ten 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.