

VACANCY ANNOUNCEMENT #25-31

JUDICIAL LAW CLERK

United States District Court | Middle District of Florida
Tampa Division

Details

Location

Tampa, FL

Salary Range

\$73,939 to \$124,531

Term

Candidate to start between June and November of 2025; one year term which is renewable. The Judge does not currently have a Career Law Clerk, so applicants who are approaching the four-year term limit for federal law clerks are eligible and encouraged to apply.

Deadline

Open until filled

Interviews

Scheduled as applications are reviewed

How to Apply

Submit a cover letter explaining your interest in this clerkship, resume listing your class rank, a writing sample, official or unofficial transcripts, and a list of three professional references with telephone contact numbers by email to:

resume_orl@flmd.uscourts.gov

Position Overview

The judicial law clerk researches issues of law, writes extensively, attends and assists with initial preparation for trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Mary S. Scriven, United States District Judge. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks and staff concerning legal and court-related issues.

Minimum Qualifications

The applicant must be a law school graduate at the time of appointment and must possess excellent research and writing skills, as well as PC proficiency in both Windows and Word. Some administrative responsibilities are required as there is no judicial assistant in chambers. Experience on a law review editorial board, publication of noteworthy articles, a strong background in legal research, drafting memoranda, and supporting litigation or judicial decision-making processes is preferred. The judge prefers someone with extensive clerking experience and/or work experience. Good character, maturity, and willingness to work long hours and under deadlines are also required. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

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 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 the Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizen 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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