



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

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

\$64,009 - \$107,807

Announcement No.: 21-04 **Closes:** When filled **Available:** Fall 2020 for a 1 year Term

Position Overview

The judicial law clerk researches issues of law, writes extensively, attends and assists with the initial preparation for hearings, mediations, trials, and other court proceedings, and acts as an advisor, making recommendations based on the law, to the Honorable Christopher P. Tuite, United States Magistrate Judge. 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. 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 concerning legal and court-related issues. Administrative duties are also part of the position and, accordingly, willingness to assist in administrative duties is required.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate with academic standing in the upper twenty-five percent of the class, or have other demonstrated proof of superior research and writing skills as well as legal acumen. Good character, maturity, and a willingness to work long hours and under deadlines are also required. Experience on the editorial board of a law journal is preferred. Bar membership and post-graduate experience as an attorney involved in actual litigation or previous clerkship experience are also preferred.

Information for Applicants

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

To apply:

- email a cover letter, current resume with class rank and honors, day and evening telephone numbers, transcripts, a list of three references with telephone contact numbers, and a writing sample together as one PDF application file to: resume_orl@fmd.uscourts.gov
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 21-04"

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 the status of an application are 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 Courts serve under excepted appointments and are considered “at-will” employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees only), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary 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 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.