

VACANCY ANNOUNCEMENT #21-10

TEMPORARY JUDICIAL LAW CLERK

United States District Court | Middle District of Florida
Jacksonville Division

Details

Location

Jacksonville, FL

Salary Range

\$64,009 to \$91,231

Term

Beginning April 2021 for a 13-week term with possibility of extension

Deadline

Open until filled

Interviews

Scheduled as applications are reviewed

How to Apply

Applicants should submit a cover letter, current resume with class rank and honors, transcripts, a self-edited writing sample, and three reference letters through <https://www.governmentjobs.com/careers/flmd>

Position Overview

The judicial law clerk researches issues of law, drafts opinions and bench briefs, attends trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Marcia Morales Howard, United States District Judge. The position includes responsibility for some administrative tasks as well. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, sometimes 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 the other law clerks concerning legal and court-related issues.

Minimum Qualifications

At the time of appointment, the applicant must be a law school graduate and must possess excellent research and writing skills, and PC proficiency in Windows and Word. Experience on law review, moot court, and/or publication of noteworthy article and high academic standing are preferred. Post-graduate legal experience will also be considered. Although membership in the Florida Bar is not a requirement, applicant must be a member of the Bar in at least one State or the District of Columbia. 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. **The position is eligible for health insurance benefits only.*** Visit OPM.gov for more information. 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.