

# VACANCY ANNOUNCEMENT #21-26

## JUDICIAL LAW CLERK

United States District Court | Middle District of Florida  
Jacksonville Division

### Details

#### Location

Jacksonville, FL

#### Salary Range

\$64,649 to \$108,885

#### Term

Term or Career position

#### Start Date

May - August 2021

#### Deadline

Open until filled

#### Interviews

Scheduled as applications are reviewed

#### How to Apply

Applicants should submit a cover letter, current resume with day and evening telephone numbers, writing sample, up to three letters of recommendation, and a law school transcript to Federal Clerkship, Attn. Jacksonville Law Clerk Vacancy # 21-26, 300 N. Hogan Street, Suite 5-211, Jacksonville, Florida 32202. Resumes must contain GPA and class rank, if available. All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Facsimiles will not be accepted. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

### **Position Overview**

The judicial law clerk serves as legal advisor to the Honorable Joel B. Toomey, United States Magistrate Judge, including the management of civil and criminal cases, the researching of issues of law, and the drafting of orders. The caseload in the jurisdiction is heavy, and the types of cases presented are varied and often involve 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. Employment with the United States District Court offers a generous benefits package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge.

### **Minimum Qualifications**

To qualify for the position, one must be a law school graduate at the time of appointment with academic standing within the top twenty-five percent of the class and must possess excellent research, writing, and communication skills. Membership (along with active participation) in law review, moot court, and/or a publication in a law review journal is considered. Bar membership and prior clerking and/or practice experience is preferred.

### **Other 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 Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States. The elected candidate will be subject to a background check as a condition of employment.

Visit [OPM.gov](http://OPM.gov) for more information about available benefits and eligibility.

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