



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

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK**

**\$72,553 - \$122,198**

**Announcement No.: 23-63**

**Position Overview**

The United States District Court for the Middle District of Florida is accepting applications for a judicial law clerk to the Honorable Marcia Morales Howard, United States District Judge. The judicial law clerk will research issues of law, draft opinions and bench briefs, attend trials and other court proceedings, and act as an advisor, making recommendations based on the law. 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, 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.

**Minimum Qualification Requirements**

At the time of appointment, the applicant must be a law school graduate and must possess excellent research and writing skills. Experience on the editorial board of law review, participation on moot court, or publication of a noteworthy article and high academic standing is preferred. Bar membership and postgraduate legal experience is preferred but not required.

**Information for Applicants**

The position is available beginning in **October 2024**. Interested candidates must commit to a two-year clerkship, although the second year will be at Judge Howard's option after an evaluation of the employment relationship at the end of one year.

All applications will be considered when received and should be submitted as soon as possible. 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. To apply, submit a cover letter, resume, law school transcript, self-edited writing sample, and three reference letters to [CHAMBERS\\_FLMD\\_HOWARD@FLMD.USCOURTS.GOV](mailto:CHAMBERS_FLMD_HOWARD@FLMD.USCOURTS.GOV)

Salary is determined by work experience, federal service, and pay history. 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 selected candidate will be subject to a background check as a condition of employment.

### **Benefits**

Some of the benefits of the judicial law clerk position are:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of eleven paid holidays per year. Other vacation to be scheduled as agreed upon between the law clerk and the Judge.
- Prescribed salary progression through classification level based on acceptable performance.

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