

VACANCY ANNOUNCEMENT #25-23

JUDICIAL LAW CLERK

United States District Court | Middle District of Florida
Jacksonville Division

Details

Location

Jacksonville, FL

Salary Range

\$73,939 to \$124,531

Term

Available May 1, 2025 for a
1 to 2 year term.

Deadline

Open until filled

Interviews

Scheduled as applications
are reviewed.

How to Apply

Submit a cover letter,
current resume with class
rank and honors, law
school transcripts, a legal
writing sample, and three
professional references
with emails and phone
numbers as one PDF to:

Resume_Orl@flmd.uscourts
.gov

All resumes will be
considered when received.
Selected interviews will be
conducted in Jacksonville
and scheduled until the
position is filled.

Position Overview

This vacancy is for a term law clerk to the Honorable Monte C. Richardson, United States Magistrate Judge in Jacksonville. The law clerk works as a legal advisor to the judge. Duties include: researching issues of law; drafting bench memoranda, proposed orders, and proposed reports and recommendations; managing civil and criminal dockets; assisting with and attending court proceedings; serving as a legal advisor to the judge; and performing other duties as assigned. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel issues of law. The judge and law clerks interact daily. Qualified candidates must be capable of producing a high volume of exceptional legal work under considerable time constraints.

Minimum Qualifications

At the time of appointment, the applicant must be a law school graduate ranked within the top twenty percent of the class. Good character, maturity, and willingness to work long hours are required. The applicant must also possess excellent research, writing, analytical, proofreading, organizational, communication, and word-processing skills. Bar membership; participation in a legal journal or moot court; previous clerkship experience or at least one year of post-graduate experience in litigation are preferred, but not required.

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 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.

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