



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

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK

**to the Honorable Joel B. Toomey, United States Magistrate Judge
\$64,009 - \$107,807**

Announcement No.: 20-30 **Position Closes:** Open Until Filled **Available:** Fall 2021 for a 1–2 yr term

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. Judicial law clerks are also responsible for some clerical/administrative duties, as chambers arrangements do not include a secretary. Employment with the United States District Court offers a generous benefits package, civil and criminal law trial experience at the federal court level, and an environment providing significant responsibility and challenge.

Minimum Qualification Requirements

To qualify for the position, one must be a law school graduate at the time of appointment with academic standing within the top fifteen 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 strongly preferred. Bar membership and post-graduate experience in actual litigation is a benefit.

Deadline for Receipt of Resumes

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 # 20-30, 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.

Salary and Benefits

The starting salary corresponds with work experience, previous federal government service, and pay history. The salary progresses through a classification level based on acceptable performance.

Although not included in the federal government's Civil Service classification, the term law clerk enjoys the same benefits as other federal government employees.

The benefits include ten paid national holidays per year and other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge and optional participation in

- Federal employees' health benefits;
- Supplemental dental and vision insurance;
- Federal employees' group life insurance;
- Flexible benefits program;
- Commuter benefit program; and
- Long-term care insurance.

Time-in-service for employees of other federal agencies and time for those with military service will be considered when computing leave accrual if the law clerk is placed on the Leave Act.

Background Check

The selected candidate is subject to a background check and an FBI fingerprint check. The selected candidate will be hired provisionally pending the results of a background check.

Employment with the United States Courts

Applicants must be a United States citizen or eligible to work in the United States. Employees of the United States District Court serve under "Excepted Appointment" and are at-will employees who can be discharged with or without cause by the Court. Employees also must use the Electronic Fund Transfer for payroll deposit.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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.