



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
Ft. Myers Division**

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK (2 positions)  
\$64,009 to 107,807**

**Announcement No.:** 20-11 **Open:** January 30, 2020 **Closes:** March 6, 2020  
**Available:** April 27, 2020 & September 28, 2021

**Position Overview**

Judge Steele is a Senior Judge and has 2 two-year clerkships available in Fort Myers with start dates in April 2020 and September 2021. Situated in Southwest Florida along the Gulf Coast, "The City of Palms" is in one of the busiest federal districts in the nation. The Fort Myers Division is only a two-hour drive from both Tampa and Miami, and less than three hours from Orlando.

The official start dates are flexible, and can be negotiated with the outgoing clerks. Only one single application should be submitted, even if you are applying for both positions. Please indicate in your cover letter whether you are applying for the April 2020 start date, the September 2021 start date, or both.

**Minimum Qualification Requirements**

The ideal candidate will possess superior legal writing skills and a capacity to think creatively. Candidates must be able to work independently, subject to deadlines, and under limited supervision. Writing samples should be concise and less than 15 pages. Recommendations are preferred, however, references that can be contacted directly may be listed in lieu of written recommendations. Judge Steele prefers a minimum of two years of prior clerking or work experience, but will consider exceptional candidates not meeting this requirement.

**Information for Applicants**

**Interview Dates:** Interviews will begin in late March 2020, and continue on a rolling basis into the first week of April 2020 until both positions are filled. Only candidates selected for an interview will be contacted.

**Interview Methods Accepted:** In Person, Video Conference via Local Court

**Apply online:** <https://oscar.uscourts.gov/>

**Apply by mail:** US District Court, Middle District of Florida  
2110 First Street  
Fort Myers, FL 33901  
Attn: Judge Steele's Chambers #20-11

**DO NOT CONTACT CHAMBERS TO VERIFY RECEIPT OR TO FOLLOW UP ON YOUR APPLICATION.**

Applicants must be U.S. citizen or eligible to work in the United States  
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

## EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

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 seven 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.