

United States District Court
Middle District of Florida
Office of the Clerk

VACANCY ANNOUNCEMENT

Court Law Clerk (Tampa Division)

JSP 11/1 – 13/1
\$62,236 - \$88,704*

Announcement No. 19-29

Available: June 24, 2019

Position closes: when filled

Representative duties

The court law clerk researches legal issues and drafts proposed orders in civil actions. A district judge in the Tampa Division supervises the court law clerk, but the law clerk periodically works for each active district judge in the division.

Requirements

An applicant must possess a law degree, excellent research and writing skill, and proficiency in Word, WordPerfect, Westlaw, and Lexis. The ideal candidate clerked for a federal judge, participated in law review or moot court at a prominent law school, and graduated in the top one-third of the law school class.

An applicant must e-mail in a single .pdf file a cover letter, a résumé, a law school transcript, a writing sample, and three professional references to resume_orl@flmd.uscourts.gov.

United States citizenship or eligibility to work in the United States is required. A background check is a condition of employment.

Benefits

The appointment continues through September 30, 2020, with a possibility of extension.

A court employee serves under “excepted appointment” and is entitled to benefits similar to those of other federal government employees, including participation in the Federal Employees Retirement System, Federal Employees Health Benefits, Federal Employees Group Life Insurance, Federal Employees Dental and Vision Programs, Thrift Savings Plan, and paid holidays.

* Salary is determined by work experience, federal service, and pay history. Pay is deposited by electronic fund transfer only.

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