



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
TAMPA DIVISION**

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK**

**to the Honorable Mary Scriven, United States District Judge**

**\$62,236 - \$104,821\***

**Announcement No.:** 19-46 **Closes:** When filled **Available:** August 2020 for a 1-2 year term

**Position Overview**

The judicial law clerk researches issues of law, attends trials and other court proceedings, acts as legal advisor, and makes recommendations based on the law, to District Judge Mary S. Scriven, United States District Court, Middle District of Florida. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, both civil and criminal, 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 concerning legal and court-related issues. Administrative duties are also part of the position. Chambers arrangements do not provide for a secretary for the Judge or law clerks. As such, willingness to assist in administrative duties is required.

**Minimum Qualification Requirements**

At the time of appointment, the applicant must be a law school graduate with academic standing in the upper twenty percent of the class, or have other demonstrated proof of superior research and writing skills and legal acumen. Additionally, the applicant must be proficient in computer-assisted research, Windows and Microsoft Word. Experience on the editorial board of law review or on moot court or publication in a law review journal is preferred. Judge Scriven will consider recent law graduates as well as persons with practice experience. Maturity, ethics and commitment to the law are required.

**Information for Applicants**

Employment with the United States District Court offers civil and criminal law experience at the federal court level, as well as an environment providing significant responsibility and challenge.

To apply:

- submit a cover letter, current resume with class rank and honors, day and evening telephone numbers, transcripts and writing samples to: Federal Clerkship, Attention: Position 19-46, US District Court, 801 N. Florida Ave, Suite 7B, Tampa, Florida 33602 or email as a single **PDF version** to resume\_orl@flmd.uscourts.gov, **but not both**.
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-46"

**Deadline for Receipt of Resumes**

All resumes will be considered when received. 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. Calls to chambers to check the status of an application are discouraged.

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

\* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

### **Employee Benefits**

Employees of the United States Courts serve under excepted appointments and are considered “at-will” employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees only), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary 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 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.