



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
FORT MYERS DIVISION**

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK**

**to the Honorable Mac R. McCoy, United States Magistrate Judge**

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

**Announcement No.:** 19-43 **Closes:** When filled **Available:** Immediately – Term position with the possibility of becoming a career law clerk

**Position Overview**

The judicial law clerk serves as legal advisor to the Honorable Mac R. McCoy, United States Magistrate Judge, including managing civil and criminal cases, researching issues of law, and drafting orders. The caseload in the jurisdiction is heavy. The types of cases presented are varied and often involve novel issues of civil, criminal, and administrative 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. Qualified candidates must be capable of producing a high volume of exceptional legal work under considerable time pressures. Judicial law clerks are also responsible for clerical/administrative duties. Employment with the United States District Court offers civil and criminal law experience at the federal court level and 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 graduating class and must possess superior research, writing, proofreading, organizational, 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. Good character, maturity, and willingness to work long hours are also required. Bar membership and post-graduate experience in a litigation practice is preferred, but not 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:

- email a cover letter, current resume with class rank and honors, day and evening telephone numbers, transcripts, a list of three references with telephone contact numbers, and a writing sample together as one PDF application file to: [chambers\\_flmd\\_mccoy@flmd.uscourts.gov](mailto:chambers_flmd_mccoy@flmd.uscourts.gov)
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-43"

**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.