



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

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

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

Announcement No.: 20-01 **Closes:** Open Until Filled

Available: August 2020 for a 1 yr term renewable up to 4 years

Position Overview

The judicial law clerk researches issues of law, writes extensively, attends and assists with initial preparation for trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Brian J. Davis, United States District Judge. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, 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 and staff concerning legal and court-related issues.

Minimum Qualification Requirements

The applicant must be a law school graduate at the time of appointment and must possess excellent research and writing skills, and PC proficiency in Windows, Word and / or WordPerfect. Experience on the editorial board of law review, moot court, and/or publication of noteworthy articles is preferred but not required. Good character, maturity, and willingness to work long hours and under deadlines are also required. Bar membership and post-graduate experience in actual litigation or previous clerkship experience is preferred.

Information for Applicants

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Applicants should submit a cover letter, current resume with class rank, transcripts and writing samples to: Federal Clerkship #20-01, Chambers of the Honorable Brian J. Davis, United States District Judge, 300 North Hogan Street, Suite 11-400, Jacksonville, Florida 32202-4249.

Deadline for Receipt of Resumes

All applications will be considered when received, **preferably by March 31, 2020**, and should be submitted as soon as possible. Selected interviews will be scheduled as applications are reviewed.

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

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 a U.S. citizen or eligible to work in the United States.

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

The selected candidate will be subject to a background check as a condition of employment.

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:

- 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.

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.