



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

**VACANCY ANNOUNCEMENT**

**JUDICIAL LAW CLERK**

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

**Announcement No.:** 19-36

**Available:** July 2019

**Position Closes:** When filled

**Position Overview**

The judicial law clerk will, in conjunction with a second clerk, manage dockets; research issues of law; write extensively; attend and assist with the preparation for hearings, settlement conferences, and other court proceedings; act as advisors on pending litigation; and attend to the administration of the chambers for the new United States Magistrate Judge in Orlando.

The caseload in the jurisdiction is heavy, and the types of cases presented are varied, including both civil and criminal matters, and often involving novel issues of law. While the nature of the work is serious, the office environment is personable. There is daily interaction with the Judge, other law clerks, and courthouse personnel, as well as frequent contact with counsel for the parties and other members of the legal profession.

Interested candidates must commit to a 1-year clerkship, which may be extended at the Judge's discretion.

Good character and sound judgment; efficient research, analysis, and writing skills; mindfulness for multiple pending deadlines; the ability to communicate professionally; and a service-oriented and collaborative work ethic are essential and required.

**Qualifications**

Applicants must show a demonstrated commitment to sustained excellence and be law school graduates and members or pending members of a state bar. Participation on law review, academic standing in the upper twenty percent of the class, and participation in moot court or mock trial are preferred.

**Background Check**

Applicants must be U.S. citizen or eligible to work in the United States. Selected candidates are subject to a background check and an FBI fingerprint check, and they will be hired provisionally pending the results of a background check.

## **Application Process**

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, transcripts, a list of three professional references with telephone contact numbers, and a self-edited writing sample together as one PDF application file to: resume\_orl@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 19-36"

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.

## **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), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

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

\* 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.)

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