



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

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK**

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

**Announcement No.:** 19-37 **Closes:** Open Until Filled **Available:** August 2020

**Position Overview**

The judicial law clerk researches issues of law, attends trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Virginia M. Covington, 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 concerning legal and court-related issues.

**Minimum Qualification Requirements**

At the time of appointment, the applicant must be a law school graduate and must possess excellent research and writing skills, PC proficiency in Windows and Microsoft Word. Experience on the editorial board of law review, moot court, and/or publication of noteworthy article is preferred. Good character, maturity, and willingness to work long hours are also required. Bar membership and post-graduate experience in actual litigation a benefit.

**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 as a single **PDF** to [resume\\_orl@flmd.uscourts.gov](mailto: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 19-37"

**Deadline for Receipt of Resumes**

All resumes will be considered when received. Selected interviews will be scheduled until the position(s) is filled. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Calls to chambers to check status of an application are strongly 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.