



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
FORT MYERS DIVISION

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK

(two positions)

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

Announcement No.: 19-30

Available: July 2019

Positions Close: When filled

Position Overview

These judicial law clerks will manage dockets, research issues of law, write extensively, attend and assist with the preparation for hearings, trials, settlement conferences and other court proceedings, act as advisors on pending litigation, and attend to administration of the chambers for the new United States Magistrate Judge in Fort Myers.

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 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.

At the Judge's discretion, one of these two clerks may be hired as a career, rather than a term, clerk. While interested candidates must commit to a 2-year clerkship, the Judge will evaluate the employment relationship after 1 year.

Good character and sound judgment, efficient research, analysis and writing, mindfulness for multiple pending deadlines, professional communication, 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 of a bar. Membership in the Florida Bar or a commitment to become a member of the Florida Bar at the earliest opportunity is preferred. Prior clerkship and experience as a litigator in either private or public practice are also preferred, as is participation on law review, academic standing in the upper twenty percent of the class, and participation in moot court or mock trial.

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 19-30"

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.)

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