



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

VACANCY ANNOUNCEMENT

**JUDICIAL LAW CLERK (2 Positions)
\$62,236 - \$104,821***

Announcement No.: 19-40 **Available:** Summer 2020 **Position Closes:** When filled

Position Overview

The judicial law clerk researches issues of law, attends trials and other court proceedings, acts as legal advisor, and makes recommendations based on the law to Magistrate Judge Julie S. Sneed, United States District Court, Middle District of Florida. 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. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. Administrative duties are also part of the position as chambers arrangements do not provide for a secretary for the Judge or law clerks.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate with academic standing in the upper twenty percent of the class and have demonstrated proof of superior research and writing skills and legal acumen. Additionally, the applicant must be proficient in computer-assisted research, Windows and Microsoft Word. Experience on the editorial board of law review or on moot court or publication in a law review journal is preferred. Bar membership and two years of post-graduate experience in litigation is required.

Information for Applicants

Employment with the United States District Court offers civil and criminal law experience at the federal court level and an environment providing significant responsibility and challenge.

Applicants should submit a cover letter, resume with class rank and honors, day and evening telephone numbers, transcripts and writing samples to: Federal Clerkship, Attention: Position 19-40, Chambers of the Honorable Julie S. Sneed, U.S. District Court, 801 N. Florida Avenue, Suite 11A, Tampa, Florida 33602 or you can email a **PDF version** to mailto:chambers_fimd_sneed@fimd.uscourts.gov.

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 status of an application are strongly discouraged.

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.

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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