

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**



**CAREER OPPORTUNITY
Vacancy Announcement – Term Law Clerk**

Position Title: Term Law Clerk
Vacancy Number: 24-07
Term: One-year term appointment, with possible extension up to four years
Location: Tallahassee, Florida
Start Date: August 5, 2024
Grade: JSP 11 – 14
Salary Range: \$72,553 – \$158,860*

*Starting salary commensurate with work experience and prior pay history.

POSITION OVERVIEW AND DUTIES:

This is a judicial law clerk position providing legal assistance to United States Magistrate Judge Martin Fitzpatrick in the Tallahassee divisional office of the United States District Court for the Northern District of Florida. The duties include management of civil and criminal cases, the researching of issues of law, drafting of orders, preparing of case files for upcoming hearings and trials, preparing and sending correspondence, responding to inquiries from attorneys, litigants, neutrals, court staff and others regarding status of cases, scheduling, case management and other issues without providing legal advice.

The caseload in the jurisdiction is heavy, and the types of cases presented are varied, sometimes involving novel or complex issues of law. Managing the workload requires organizational skills, attention to detail, and well-developed research, writing and analytical skills. Despite a busy docket, the office environment is personable and offers daily interaction with the Judge and other law clerks concerning legal and court related issues. Judicial law clerks are also responsible for some clerical/administrative duties.

This is for a full-time term law clerk position (40 hours per week; term of one year with a possible extension up to four years). Employment with the United States District Court offers a generous benefits package, civil and criminal law trial experience at the federal court level, and an environment providing significant responsibility and challenge.

QUALIFICATIONS AND REQUIREMENTS

To qualify for the position, one must be a law school graduate at the time of appointment and demonstrated one or more of the following accomplishments or proficiencies:

- Excellent standing within law school, within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

The clerk must be able to initiate and complete challenging tasks independently and work efficiently and quickly in a fast-paced chambers environment.

PREFERRED QUALIFICATIONS

Preferred applicants will be ranked in the top twenty percent of the law school class and will have been a member of the editorial board of their institution's Law Review or have been active in moot court. Preference will be given to applicants who have prior experience as a judicial law clerk or prior legal experience in a firm or government agency.

APPLICANT INFORMATION

Qualified applicants should submit a cover letter of interest, current resume with contact information, a completed application form AO-0078 (available at www.flnd.uscourts.gov), law school transcript, three letters of recommendation, and a writing sample that substantially reflects the applicant's independent work product.

Applications and required materials must be submitted by mail or email to:

Address: Vacancy Announcement 24-07
 United States Courthouse
 Office of the Clerk of Court
 One North Palafox Street
 Pensacola, Florida 32502

Email: careers_flnd@flnd.uscourts.gov

Preference will be given to complete application materials that are received by May 3, 2024.

ADDITIONAL APPLICANT INFORMATION

Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Judiciary employees serve under excepted appointments (not civil service).

Employees of the United States District Court are "at will" employees and are required to adhere to a Code of Conduct for Judicial Employees, which is available to candidates for review on our website, www.flnd.uscourts.gov. These are considered sensitive positions within the judiciary. The selected

candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is successfully completed.

Compensation and grade will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Judiciary Salary Plan.

BENEFITS

Although not included in the federal government's Civil Service classification, the law clerk enjoys the same benefits as other federal government employees. The benefits include eleven (11) paid national holidays per year and other vacation to be scheduled on a schedule agreed upon between the administrative law clerk and the Judge and optional participation in:

- Federal employees' health benefits,
- Supplemental dental and vision insurance,
- Federal employees' group life insurance,
- Flexible benefits program,
- Commuter benefit program, and
- Long-term care insurance

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which actions may occur without prior written or other notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER