

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



CAREER OPPORTUNITY

**Vacancy Announcement– Administrative Law Clerk
To the Honorable M. Casey Rodgers, United States District Judge**

Position Title:	Administrative Law Clerk – Vacancy # 21-11
Term:	One-year appointment, with option to renew for up to four years
Location:	Pensacola, Florida
Start Date:	Open until Filled
Grade:	JSP 11 - 13
Salary Range:	\$64,649 – \$119,787

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

POSITION OVERVIEW AND DUTIES:

The administrative law clerk will have a broad range of responsibilities assisting the Honorable M. Casey Rodgers in the Pensacola Divisional office for the Northern District of Florida, including performing legal research and analysis; drafting proposed orders, bench memoranda and jury instructions for trials; and other substantive work as assigned. The law clerk will also oversee the smooth and efficient operation of chambers by monitoring docket activity and managing chambers case files, preparing and sending correspondence and administrative reports, maintaining the judge’s calendar and arranging official travel, and screening mail and procuring office supplies. He or she also will serve as liaison between chambers and the Clerk’s Office, United States Marshals Service, United States Attorney’s Office, Federal Defenders Office, and members of the Bar and public.

The caseload in the jurisdiction is heavy and the types of cases presented are varied, often involving novel or complex issues of law. Judge Rodgers’ docket is especially voluminous because she presides over the 3M Combat Arms Earplug MDL, the Abilify MDL, and the Deepwater Horizon “BELO” cases, in addition to her ordinary civil and criminal dockets. Managing the workload requires exceptional organizational, analytical, research, writing, and time-management skills. Experience using Adobe Acrobat, Office365 (in particular, Microsoft Excel), and case management systems is also required.

The law clerk must be mature and poised, exhibit the highest standards of integrity and judgment, and have the ability to initiate and complete challenging tasks independently, efficiently and quickly in a fast-paced chambers environment. He or she also must be hardworking and fully appreciate the gravity and obligations of employment with the federal judiciary. Some weekend law clerk work may be necessary.

QUALIFICATIONS AND REQUIREMENTS

Preferred applicants will have been a member of the editorial board of their institution's Law Review. Law school class standing must be within the upper 10% (ten percent) at graduation. Preference will be given to applicants who have prior experience as a judicial law clerk or prior litigation experience in a law firm.

APPLICANT INFORMATION

Applicants should submit a cover letter, current resume with contact information, including a current email address, law school transcript, three letters of recommendation, and a writing sample that substantially reflects the applicant's independent work product. Edits to the writing sample that were made by someone other than the applicant should be identified and the circumstances under which they were made should be explained. Resumes must contain GPA and class rank.

Applications and required materials must be submitted by mail or in electronic format to:

Address: Honorable M. Casey Rodgers
United States Federal Courthouse
One North Palafox Street
Pensacola, Florida 32502

Email: FLND_rodgers@flnduscourts.gov

OSCAR: <https://lawclerks.ao.uscourts.gov>

Submission of application packets by Facsimile will not be accepted. Due to the volume of applications typically received, receipt of individual applications will not be acknowledged.

All applications will be considered when received and applicants will be selected for interviews until the position is filled. Applicants will bear their own expenses in the interview process, and interviews may be conducted remotely, at the Judge's discretion. The court is not authorized to reimburse candidates for travel or moving expenses.

Because the position of administrative law clerk is a sensitive position 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.

ADDITIONAL APPLICANT INFORMATION

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.

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.

Although not included in the federal government's Civil Service classification, the administrative 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 hours and schedule for this position will be determined once a candidate is selected. 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.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER