



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

VACANCY ANNOUNCEMENT

**Part-Time Term Judicial Law Clerk to the Honorable Mark A. Pizzo
United States Magistrate Judge**

\$28,704 - \$48,345 *

(this salary has been calculated for part-time)

Announcement No.: 12-27 **Closes:** Open Until Filled **Available:** October 1, 2012

Position Overview

The judicial law clerk serves as legal advisor to the Honorable Mark A. Pizzo, United States Magistrate Judge, including the management of civil and criminal cases, the researching of issues of law, and the drafting of orders. The caseload in the jurisdiction is heavy, and the types of cases presented are varied and often involve novel issues of law. There is 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, as chambers arrangements do not include a secretary. 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 challenges.

Minimum Qualification Requirements

- The applicant must have superior academic credentials (Top 15% of class in undergraduate and law school)
- A minimum of two years private practice experience (civil litigation experience preferred) or equivalent previous federal judicial clerkship experience. ***(Applicants who do not meet these minimum requirements will not be considered.)***
- Applicant must possess excellent research, writing, proof reading and communication skills.
- Proficiency in Windows, WordPerfect, and Westlaw required.
- Excellent writing and communication skills, good character, maturity, and self management skills are essential.
- Applicants are subject to a law enforcement background check.

Information for Applicants

This position is required to work 40 hours every bi-weekly pay period.

Applicants should submit a cover letter, current resume with class ranking, complete law school transcripts, writing sample, and two professional references from prior employers with current knowledge of applicant's professional and personal characteristics to the Honorable Mark A. Pizzo, U.S. Magistrate Judge, Attn. 12-27, 801 N. Florida Ave., Tampa, Florida 33602.

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.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with legal work experience and prior pay history.
Salary may be higher with previous experience as an elbow law clerk for 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 District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

These benefits will be prorated for part-time employees.

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement 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.