UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Orlando Division

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK

$57,408 - $96,690 *

Announcement No.: 13-02 **Closes:** Open until filled **Available:** July 2013 for a one to two year term

Position Overview

The judicial law clerk researches issues of law, drafts bench briefs and opinions, attends trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Gregory J. Kelly, United States Magistrate Judge. The position includes responsibility for some routine administrative tasks as well. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate and must possess excellent research and writing skills, and PC proficiency in Windows. Experience on the editorial board of law review, moot court, and/or publication of noteworthy article and high academic standing is preferred. Will consider any post-graduate legal experience as well. Bar membership is a benefit, but not a requirement.

Information for Applicants

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Applicants should submit a cover letter, current resume with class rank, transcripts, no more than three letters of recommendation, and a writing sample to: Federal Clerkship # 13-02, Chambers of the Honorable Gregory J. Kelly, United States Magistrate Judge, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210.

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.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* 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.)
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

JUDICIAL LAW CLERK BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. Some of the benefits are:

- 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. Other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge.
- 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.

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.