

VACANCY ANNOUNCEMENT #24-57

COURT LAW CLERK

United States District Court | Middle District of Florida
Orlando Division

Details

Location

Orlando, FL

Salary Range

\$72,553 to \$103,409

Term

Available August 2024. The position is funded through September 30, 2025, with the possibility of extension.

Deadline

Open until filled

Interviews

All resumés will be considered when received. Selected interviews will be conducted in Orlando and scheduled until the position is filled.

How to Apply

Submit a cover letter with resumé, law school transcript, writing sample and list of three professional references through

Resume_ORL@flmd.uscourts.gov

Position Overview

This vacancy is for a Court Law Clerk for the Orlando Division. The Court Law Clerk researches legal issues and drafts proposed orders in complex civil cases for the District Judges in the Orlando Division. Occasional duties may also include drafting orders in criminal cases and providing research support during trial.

The caseload in the jurisdiction is heavy, and the types of cases presented are varied and often involve novel and complex issues of law. Qualified candidates must be capable of producing exceptional work under demanding time constraints.

Although the nature of the job is serious, the work environment is personable. There is regular interaction with the Judges, law clerks, and other staff concerning legal and court-related issues. This position may be eligible for a hybrid in-person and remote work schedule.

Minimum Qualifications

At the time of appointment, the applicant must be a law school graduate ranked within the top 15% of their class. Participation in law review or moot court is preferred. Good character, maturity, and a strong and dependable work ethic are required. The applicant must also possess excellent research, writing, analytical, proofreading, organizational, communication, and word-processing skills. Bar membership and at least one year of post-graduate experience in litigation is required.

Other Information

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. Visit OPM.gov for more information about available benefits and eligibility.

Salary is determined by work experience, federal service, and pay history.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

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