

VACANCY ANNOUNCEMENT #21-34

JUDICIAL LAW CLERK

United States District Court | Middle District of Florida
Orlando Division

Details

Location

Orlando, FL

Salary Range

\$64,649 to \$108,885

Term

Term Clerk position;
Beginning July 2021

Interested Candidates must commit to a 2-year clerkship, although Judge Kelly will evaluate the employment relationship after 1 year. At Judge Kelly's discretion, a term law clerk may be employed a maximum of 4 years.

Deadline

Open until filled

Interviews

Scheduled as applications are reviewed

How to Apply

Qualified applicants should email a cover letter, resume, writing sample, law school transcript, and letter of recommendation as one PDF document to chambers_fimd_kelly@fimd.uscourts.gov.

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

Position Overview

The judicial law clerk serves as a legal advisor to the Honorable Gregory J. Kelly, United States Magistrate Judge, and is responsible for managing a docket of civil and criminal cases, researching issues of law, and drafting 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 administrative duties.

Minimum Qualifications

At the time of appointment, applicants must be law school graduates and members of a bar. Candidates must have 1 to 2 years of post-graduate legal experience. Applicants should possess excellent research, writing, and communication skills; and be of good character and maturity. Experience on the editorial board of law review, moot court, and/or publication of noteworthy article and high academic standing is strongly preferred.

Other Information

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

Starting salary will be commensurate with work experience and prior pay history. Salary may be higher with previous experience as a law clerk to a federal judge.

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 elected candidate will be subject to a background check as a condition of employment.

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