

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA  
Office of the Clerk of Court**

**Date: November 2, 2009**

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<b>POSITION:</b>	<b>Pro Se Law Clerk</b>
<b>SALARY RANGE:</b>	<b>JSP 9 - JSP 14 (\$46,625 - \$123,519)</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>LOCATION:</b>	<b>Gainesville, Florida</b>

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Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependant care reimbursement, and commuter benefits reimbursement. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicant must be a United States citizen. The selected candidate will be subject to a background check as a condition of employment.

**POSITION OVERVIEW:** Works with magistrate judges and district judges, providing assistance in pro se federal and state prisoner cases, including habeas petitions, employment discrimination, and civil rights complaints. Performs legal research and monitors status and flow of cases, identifies issues, drafts orders and recommendations for the Court.

**QUALIFICATIONS:** Law school graduate. Must have excellent writing and research skills. Knowledge of court procedures, rules and regulations, experience with automated systems. Must be able to manage case load effectively and be a capable self-starter. Experience in prisoner cases strongly preferred. Membership in a state or federal bar required.

**HOW TO APPLY:**

Please submit cover letter, **original and three copies of resume, application, writing sample and reference list.** Application for Judicial Branch Federal Employment (AO 78) may be obtained via the court's website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov). Your cover letter should be addressed to:

Honorable Allan Kornblum  
United States Magistrate Judge  
United States District Court  
401 SE First Avenue, Ste. 383  
Gainesville, Florida 32601-00383

Initial screening of applications and resumes will take place immediately. All applicants must have their materials in this office by close of business November 16, 2009 to be considered for the initial screening.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool. Due to volume of applications received, the Court will only communicate with those individuals selected to be interviewed.

***THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF FLORIDA IS AN  
EQUAL OPPORTUNITY EMPLOYER***

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