

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**



**CAREER OPPORTUNITY
Vacancy Announcement– Judicial Law Clerk
to the Honorable M. Casey Rodgers, United States District Judge**

Position Title:	Judicial Term Law Clerk, Temporary
Term:	One-year appointment
Location:	Pensacola, Florida
Start Date:	October 15, 2020—flexible, open until filled
Salary Range:	\$64,009 - \$74,676*

*Starting salary commensurate with work experience and prior pay history.

POSITION OVERVIEW AND DUTIES

This is an elbow clerk position, working very closely with the Honorable M. Casey Rodgers, United States District Judge, in the Pensacola Division of the United States District Court for the Northern District of Florida. The duties of the judicial law clerk include researching the law, advising Judge Rodgers and making recommendations regarding the resolution of legal issues pending before the Court, drafting orders and bench memoranda, editing and proofreading draft orders, monitoring and managing docket activity in pending civil and criminal cases, and assisting Judge Rodgers in the courtroom while attending trials and other court proceedings. The position also requires some additional administrative tasks related to pending cases and may provide an opportunity to assist with Multidistrict Litigation cases.

The caseload in this jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues of law. Managing the workload requires organizational skill, attention to detail, and well-developed research, writing, and analytical skills. Despite a busy docket, the office environment is personable and offers daily interaction with the Judge and co-clerks concerning legal and court-related issues.

Judge Rodgers might consider a telework arrangement for a responsible and experienced candidate. The hours and schedule for this position will be determined once a candidate is selected.

QUALIFICATIONS AND REQUIREMENTS

Preferred applicants will have been a member of the editorial board of their institution's Law Review. Law school class standing must be within the upper 10% (ten percent) at graduation. Preference will be given to applicants who have prior experience as a judicial law clerk or prior legal experience in a firm.

The law clerk must possess exceptional research, writing, communication, and interpersonal skills, as well as efficient time-management and organizational skills. The law clerk must be able to initiate and complete challenging tasks independently and work efficiently and quickly in a fast-paced chambers environment. Experience in managing multiple tasks and projects is desired.

Judge Rodgers is seeking a law clerk who is mature, responsible, poised, ethical, hardworking, and professional. The law clerk must exercise initiative as well as sound judgment and fully recognize the gravity and obligations of employment within the federal judiciary.

APPLICANT INFORMATION

Applicants should submit a cover letter, current resume with contact information, including a current email address, law school transcript, three letters of recommendation, and a writing sample that substantially reflects the applicant's independent work product. Edits to the writing sample that were made by someone other than the applicant should be identified and the circumstances under which they were made should be explained. Resumes must contain GPA and class rank.

Applications and required materials must be submitted by mail or in electronic format to:

Address: Honorable M. Casey Rodgers
United States Courthouse
One North Palafox Street
Pensacola, Florida 32502

Email: FLND_rodgers@flnd.uscourts.gov

OSCAR: <https://oscar.uscourts.gov>

Submission of application packets by Facsimile will not be accepted. Due to the volume of applications typically received, receipt of individual applications will not be acknowledged.

All applications will be considered when received and applicants will be selected for interviews until the position is filled. Applicants will bear their own expenses in the interview process, and interviews may be conducted remotely, at the Judge's discretion. The Court is not authorized to reimburse candidates for travel or moving expenses.

Because the position of law clerk is a sensitive position within the judiciary, the selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is successfully completed.

EMPLOYMENT INFORMATION AND BENEFITS

Employees of the United States District Court serve under excepted appointments (not civil service) and are "at will" employees. The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available for applicants to review on our website at www.flnd.uscourts.gov.

Compensation and grade will be set based on the experience and qualifications of the successful candidate,

subject to the policies and guidelines set forth in the Judiciary Salary Plan.

Although not included in the federal government's Civil Service classification, the term law clerk enjoys the same benefits as other federal government employees. The benefits include ten (10) paid national holidays per year and other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge and optional participation in:

- Federal employees' health benefits;
- Supplemental dental and vision insurance;
- Federal employees' group life insurance;
- Flexible benefits program;
- Commuter benefit program; and
- Long-term care insurance.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which actions may occur without prior written or other notice.

Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER