

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



**CAREER OPPORTUNITY  
Vacancy Announcement – Attorney Advisor  
To the Honorable M. Casey Rodgers, United States District Judge**

---

<b>Position Title:</b>	<b>Attorney Advisor</b>
<b>Term:</b>	<b>One-year term</b>
<b>Location:</b>	<b>Pensacola, Florida</b>
<b>Start Date:</b>	<b>November 27, 2023</b>
<b>Grade:</b>	<b>CL 30, steps 1 through 61</b>
<b>Salary Range:</b>	<b>\$93,102 to \$151,329* **</b>

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

\*\*Range stated is based on 2023 pay tables

---

**POSITION OVERVIEW AND DUTIES:**

This is a hybrid attorney position that entails both administrative tasks and providing substantive legal analysis and assistance to 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 Northern District has a heavy and varied caseload that often presents novel and/or complex issues of law. In addition to her ordinary civil and criminal dockets, Judge Rodgers presides over the 3M Combat Arms Earplugs MDL and the Deepwater Horizon “BELO” cases. Managing the workload requires exceptional organizational, technological, analytical, research, writing, and time-management skills.

The candidate selected for this position will work closely with Judge Rodgers in a number of capacities. Administrative duties will include organizing and preparing reports on the voluminous case-related information connected with the MDL and BELO matters, monitoring and managing the MDL and individual MDL plaintiff dockets, drafting orders on case management issues, and serving as liaison for the Clerk’s Office, third-party neutrals (*e.g.*, litigation platform firms), and MDL counsel, and performing other miscellaneous administrative tasks as necessary for the efficient management of the MDL. Substantive legal work will include researching and analyzing legal issues in diverse areas of federal civil and criminal litigation, communicating legal analyses both orally and in writing, drafting orders and bench memoranda, editing and proofreading draft orders, and assisting in the courtroom during trials and other proceedings.

The candidate must be mature and poised, exhibit the highest standards of integrity and judgment, and have the ability to initiate and complete challenging tasks independently and efficiently in a fast-paced chambers environment. He or she also must be hardworking and fully appreciate the gravity and obligations of employment with the federal judiciary. Some weekend work may be necessary.

## 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 litigation experience in a law firm.

## APPLICANT INFORMATION

Applicants should submit a cover letter, current resume with contact information including a current email address, a completed application form AO-0078 (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> ), 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 Federal Courthouse  
One North Palafox Street  
Pensacola, Florida 32502

Email: [FLND\\_rodgers@flnd.uscourts.gov](mailto:FLND_rodgers@flnd.uscourts.gov)

OSCAR: <https://lawclerks.ao.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.

## **ADDITIONAL APPLICANT INFORMATION**

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to a Code of Conduct for Judicial Employees, which is available to candidates for review on our website, [www.flnd.uscourts.gov](http://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 attorney advisor enjoys the same benefits as other federal government employees. The benefits include eleven (11) paid national holidays per year and other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge, as well as 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.

The hours and schedule for this position will be determined once a candidate is selected. 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**