

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



CAREER OPPORTUNITY

**Vacancy Announcement– Temporary Law Clerk
To the Honorable M. Casey Rodgers, United States District Judge**

Position Title:	Judicial Law Clerk
Term:	Temporary 11-Month Term
Location:	Pensacola, Florida
Start Date:	March 1, 2022, position open until filled
Grade:	JSP 11
Salary Range:	\$66,214 – \$77,247

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

POSITION OVERVIEW AND DUTIES:

This is an elbow clerk position, working 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. The law clerk is also responsible for 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. Additionally, this position provides an opportunity to assist with Multidistrict Litigation (MDL) cases.

This position has been specially authorized by the Judicial Council for a temporary term to aid Judge Rodgers with an unusually heavy caseload. The docket of the Northern District provides a heavy and varied caseload that often presents novel or complex issues of law. In addition to her ordinary civil and criminal dockets, Judge Rodgers presides over the voluminous 3M Combat Arms Earplug MDL, the Abilify MDL, and the Deepwater Horizon “BELO” cases. Managing the workload requires exceptional organizational, analytical, research, writing, and time-management skills.

The law clerk must be mature and poised, exhibit the highest standards of integrity and judgment, and have the ability to initiate and complete challenging tasks independently, efficiently and quickly 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 required.

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. Proficiency in Microsoft Excel is desired.

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 Federal Courthouse
One North Palafox Street
Pensacola, Florida 32502

Email: FLND_rodgers@flnduscourts.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.

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 law clerk 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 and optional participation in Federal employees' health benefits.

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