

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
Orlando Division**

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERK**

**to the Honorable Karla R. Spaulding United States Magistrate Judge**

\$56,411 - \$95,010 \*

**Announcement No.:** 09-17 **Applications Accepted:** Through June 30, 2009

**Available:** August 2009 for a one- to two- year term

**Position Overview.**

The judicial law clerk serves as a legal advisor to the Honorable Karla R. Spaulding, United States Magistrate Judge, Orlando Division. Law clerk duties include management of civil and criminal cases, legal research, drafting orders and clerical and administrative duties. Chambers arrangements do not provide for a secretary for the Judge or law clerks.

**Minimum Qualification Requirements.**

To qualify for the position, one must have the following minimum qualifications: (1) law school graduate with academic standing in the upper third of the class; (2) excellent research, writing, proofreading, and communication skills; (3) proficiency in computer-assisted legal research; (4) proficiency in Windows and WordPerfect with excellent typing skills; (5) good character, maturity, and willingness to work long hours. Individuals who have been admitted to the bar and who have federal court litigation or clerkship experience preferred.

**Information for Applicants.**

Applicants should submit a cover letter, current resume, and a writing sample that has not been edited by anyone other than the applicant to the Honorable Karla R. Spaulding, U.S. Magistrate Judge, Attn. 09-17, 401 W. Central Blvd, Suite 5-500, Orlando, Florida 32801-0550. The applicant shall provide day and evening telephone numbers, GPA and class rank (if provided by the applicant's law school). Individuals selected for interview may be tested for skills in typing, computer-assisted research, proofreading, ability to check legal citations and present in proper Bluebook form. Before an offer of employment is made, the individual being considered for employment must provide references at current and previous places of employment who may be contacted by the Judge.

No facsimiles will be accepted. Selected interviews to be conducted in Orlando will be scheduled upon notice. The Court cannot reimburse applicants for the cost of travel or other costs associated with the interview or with relocation. Applications will not be acknowledged or returned.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

(See reverse side for employee benefits)

\* Starting salary commensurate with legal work experience and prior pay history.  
Salary may be higher with previous experience as an elbow law clerk for a federal judge.

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

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

## EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.