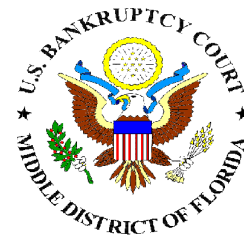


**United States Bankruptcy Court  
Office of the Clerk  
Middle District of Florida  
Orlando Division**



**VACANCY ANNOUNCEMENT  
Term Judicial Law Clerk**

<b>Location:</b>	Orlando, Florida	<b>Announcement No. 24-04</b>
<b>Opening Date:</b>	April 3, 2024	<b>Closing Date:</b> Open until filled*
	<i>*First consideration given to applications received by June 30, 2024</i>	
<b>Position Start Date:</b>	August/September 2025	<b>Term:</b> One-year, subject to renewal
<b>Starting Salary Range:</b>	\$72,553 - \$134,435** (JSP 11/1 to 13/10)	
	<i>**Salaries comply with Judicial Conference policy, including qualification standards.</i>	

**Position Overview**

The United States Bankruptcy Court for the Middle District of Florida (Court) is seeking applicants for a Judicial Law Clerk position with the Honorable Grace E. Robson in the Orlando Division. Duties include researching a variety of legal issues, attending trials and other court proceedings, drafting opinions, screening motions, and preparing routine orders. The caseload in the jurisdiction is heavy. This is a one-year term law clerk position subject to renewal.

**Minimum Qualifications**

Applicants must be a law school graduate at time of appointment and possess excellent research, writing, and proofreading skills. Proficiency in Windows, Microsoft Office, Westlaw, and LEXIS is required. Applicants must be admitted to practice law in at least one state or be scheduled to take the Bar Exam. Preference will be given to applicants who have a substantive familiarity with bankruptcy law, a solid base of understanding of commercial law, post law school employment experience, or have experience as a law clerk to a federal judge. Experience on the editorial board of law review or moot court, and/or the publication of noteworthy articles is desired. The successful candidate should be responsible, possess excellent organizational, administrative, and interpersonal skills, be a self-starter, always maintain a professional demeanor, be able to work harmoniously with others, and communicate effectively both orally and in writing.

**Application and Selection Procedures**

Qualified applicants are invited to submit a current resume together with a cover letter, salary history, two letters of recommendation, law school transcript, and a writing sample that has not been edited by anyone other than the applicant. Applicants must apply electronically through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>. Applications are reviewed upon receipt and first consideration will be given to applications received by June 30, 2024. Interviews may be conducted during the application period.

## **General Information**

- Starting salary is based on prior legal work experience and is subject to the policies and guidelines set forth in the Judicial Salary Plan.
- The Court requires employees adhere to the [Code of Conduct for Judicial Employees](#).
- Compliance with the Court's Mandatory COVID-19 Vaccination Policy is a condition of employment.
- The selectee for this position is subject to a criminal record check and satisfactory adjudication to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. The selected candidate is not required to complete questions 18-20 regarding criminal history when completing the AO-78. Criminal history is not in itself disqualifying. All available information about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- All Court employees are "at will" employees and, therefore, the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, of which action may occur without any prior written notice. All applications will be screened to identify the best qualified candidate. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants selected for interviews must pay all travel expenses; relocation expenses will not be provided. Please no telephone calls, facsimiles, or e-mails other than as specified.
- Applicants must be citizens of the United States of America or be eligible to work in the United States.
- The position is subject to the mandatory electronic fund transfer (EFT) of salary payment (i.e., Direct Deposit).
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to [jobs@flmb.uscourts.gov](mailto:jobs@flmb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The Court is an equal opportunity employer and values diversity in the workplace. Accurate demographic information informs Judiciary diversity and inclusion efforts in several areas including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.
- Visit [USCourts.gov/Careers](https://uscourts.gov/Careers) for additional information on careers within the federal courts.

## **Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

Eleven Paid Holidays

Long-Term Disability Insurance

Long-Term Care Insurance

Employee Assistance Program

Group Health, Dental, Vision, and Life Insurance

Health and Dependent Flexible Spending Accounts

Commuter Benefit Program

## **Local Benefits**

Access to an on-site Fitness Center

On-site Federal Occupational Nurse

Public Transit Subsidy