

United States District Court, Southern District of Florida
Notice of Vacancy

Position Title: Law Clerk to U. S. Magistrate Judge Chris McAiley
Number of Vacancies: One full-time position
This is a term appointment with length of employment expected to last one year with the possibility of extension
Ann. No: 2011-JDS-02
Location: Miami, Florida
Salary Range: Commensurate with Legal Work Experience - *Additional Information provided below*
Open Date: May 13, 2011
Closing Date: June 15, 2011
Desired Start Date: November 2011

There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts.

Position Overview

Provides information, guidance and advice to the U.S. Magistrate Judge in connection with all aspects of assigned civil and criminal cases. Drafts appropriate recommendations and orders for the Court's signature. Reviews all complaints, petitions, motions, and pleadings that have been filed and referred for disposition to identify and analyze the issues involved and basis for relief. Performs legal research as required. Maintains liaison between the Court and litigants. Corresponds with other court officials. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Judge advised of cases where action is appropriate. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Judge in keeping current. Advises appropriate personnel on status of particular cases. Works closely with Courtroom Deputy regarding scheduling of hearings. Attends duty court when Judge is on duty. Attends hearings in assigned cases. Performs other duties as assigned.

Qualifications/Requirements

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

Court Preferred Skills:

- A standing within the upper fifteen percent (15%) of the class upon graduation from law school.
- Previous federal clerkship experience and/or prior litigation experience in the private or public sector.
- A minimum of 2 years of legal work experience gained after law school graduation.
- Outstanding legal research and writing skills.
- Proficient computer skills, Westlaw/Lexis-Nexis research, internet research, and word processing skills.

Salary

The pay rate offered is subject to Judicial Officer approval.

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 11, Step 1 (\$60,742)	0	No
JSP Grade 12, Step 1 (\$72,805)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$86,575)	2 Full-Time Years	Yes
JSP Grade 14	3 Full-Time Years	Yes

Availability of the JSP Grade 14 pay rate is subject to restrictions of the Judicial Salary Plan pay system as no judge may increase to more than one the number of chambers law clerks paid at the rate of JSP 14 or above. In addition, appointment at or promotion to JSP Grade 14, requires two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty

law clerk experience.

Legal Work Experience

Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

Personal Characteristics

The successful candidate is mature, responsible, poised, tactful, exercises good judgment, demonstrates initiative, and maintains a professional appearance and demeanor at all times. Candidate is also able to work harmoniously with others and communicates effectively, both orally and in writing.

Background Check

This 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 completed.

Benefits

The following benefits are available to Term Law Clerks appointed for at least one year and one day:

- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in group insurance programs in the areas of: Dental/Vision, Life, Long Term Care, Long Term Disability.
- Participation in a pre-tax Flexible Spending Account.

How To Apply

A complete application consists of a detailed resume that includes exact dates of employment, salary history, copy of law school transcript, bar membership, if applicable, and legal writing sample.

Applications may be submitted through OSCAR or should be directed to:

Chambers of U. S. Magistrate Judge Chris McAiley
United States District Court, Southern District of Florida
301 North Miami Avenue, 6th Floor; Miami, Florida 33128

Employment with the United States Courts

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees. The Federal Courthouse and Chambers are designated as non-smoking areas. EFT (Electronic Funds Transfer) is mandatory, therefore payment for net pay (paycheck) is issued via direct deposit. The United States District Court is an equal opportunity employer.