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

Position Title: **Law Clerk to U. S. District Judge Patricia A. Seitz**
Number of Vacancies: **One full-time position**
This is a temporary appointment with length of employment expected to last 12 weeks.
Ann. No: **2012-JDS-01**
Location: **Miami, Florida**
Salary Range: **Commensurate with Legal Work Experience,** *additional information provided below*
Open Date: **October 27, 2011**
Closing Date: **Open Until Filled**
Estimated Start Date: **March 5, 2012**
Estimated End Date: **May 25, 2012**

This is a temporary appointment with length of employment expected to last 12 weeks. *Dates of temporary appointment are not charged against the lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts.*

Position Overview
Enjoys full responsibility for all aspects of assigned civil cases from inception to conclusion. Reviews complaints, petitions, motions, and pleadings that have been filed to identify and analyze the issues involved and basis for relief; performs legal research as required; identifies problem areas, makes recommendations, and offers solutions in assigned cases; provides information and advice to the U.S. District Judge in connection with pending litigation; drafts appropriate recommendations and substantive orders; keeps abreast of changes in the law to aid the Judge in keeping current; and 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:

- Prior federal clerkship experience is **strongly** desired; experience within the Southern District of Florida is preferred.
- Law Review participation and a standing within the upper fifteen percent (15%) of the class upon graduation from law school.
- Excellent legal research and writing skills.
- Proficient computer skills, 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, uses 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
This a temporary position expected to last 12 weels. No benefits are available under programs such as health, life, vision or dental insurance.

How To Apply
Please submit application documents to the address noted below. Be sure to note the Announcement Number in any correspondence.

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.

Chambers of U. S. District Judge Patricia A. Seitz
400 North Miami Avenue
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.