

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

Position Title: Law Clerk to U. S. Magistrate Judge William C. Turnoff
Number of Vacancies: One full-time position
This is a temporary appointment with length of employment expected to last 3 months.
Ann. No: 2012-JDS-02
Location: Miami, Florida
Salary Range: Commensurate with Legal Work Experience, additional information provided below
Open Date: November 14, 2011
Closing Date: Open Until Filled
Estimated Start Date: May 1, 2012
Estimated End Date: July 31, 2012

This is a temporary appointment with length of employment expected to last 3 months. 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

Provides information, guidance and advice to the U.S. Magistrate Judge in connection with pending civil and criminal litigation. Drafts appropriate recommendations and orders for the Court's signature. Reviews all complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief. Performs 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 those cases where action is appropriate. Compiles statistics and prepares periodic reports, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Judge in adjusting to new legislation. Advises appropriate personnel on status of particular 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:

- 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 3 months. 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. Magistrate Judge William C. Turnoff
301 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.