

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

Position Title: Law Clerk to U. S. District Judge William P. Dimitrouleas
Number of Vacancies: One full-time position
This is a temporary appointment with length of employment expected to last twelve weeks.
Ann. Number: 2015-JDS-05
Location: Ft. Lauderdale, Florida
Salary Range: Commensurate with Legal Work Experience, additional information provided below
Application Deadline: Open Until Filled
Estimated Start Date: Immediate
Estimated End Date: May/June 2015

This is a temporary appointment with length of employment expected to last twelve 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 (\$61,349)	0	No
JSP Grade 12, Step 1 (\$73,533)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$87,441)	2 Full-Time Years	Yes

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 twelve weeks. No benefits are available under programs such as health, life, vision or dental insurance.

How To Apply

Please send a resume via email to: FLSD_HRMail@flsd.uscourts.gov

In the subject line and/or body of the email message, be sure to mention that you are applying for a temporary clerkship and include the Vacancy Announcement Number (2015-JDS-05).

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.