

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

Position Title: Law Clerk to U. S. Magistrate Judge Jonathan Goodman
Number of Vacancies: One full-time position, *initial one-year term appointment with prospect of extension*
Ann. No: 2017-JDS-02
Location: Miami, Florida
Salary Range: Commensurate with Legal Work Experience, *additional information provided below*
Open Date: November 22, 2016
Closing Date: January 8, 2017
Desired Start Date: June 5, 2017
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 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. 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. In addition, if selected, the applicant **must agree in advance** to a second year if requested to do so by Magistrate Judge Goodman. The judge will likely know whether he will be exercising this option by January 2018.

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 from a law school of recognized standing, and have one or more of the following attributes:
- Standing within the upper 20% 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 (or journal) 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:

- All applicants must have least two (2) years previous federal clerkship experience and/or prior litigation experience in the private or public sector. Please do not apply if you do not have this minimum experience, as your application will not be considered. Please do not assume top grades from a top school will generate an exception, as that would be an incorrect assumption.
- Law Review (or legal journal) participation and a standing within the upper twenty percent (20%) of the class upon graduation from law school.
- Excellent legal research and writing skills.
- Top-notch (i.e., more than merely adequate) computer, 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 (\$62,717)	0	No
JSP Grade 12, Step 1 (\$75,173)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$89,391)	2 Full-Time Years	Yes
JSP Grade 14*, Step 1 (\$105,632)	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. The selected candidate should have a good sense of humor.

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 of Benefits: Dental/Vision, Life, Long Term Care
- Participation in a pre-tax Flexible Spending Account.

How To Apply:

Please submit application documents to the email address noted below. Be sure to note the Announcement Number in any correspondence. A complete application consists of a cover letter, a detailed resume that includes exact dates of employment and a copy of a law school transcript. Recommendation letters are not required, but the names of three (3) references with contact information are required. The application shall also list all bar memberships, if applicable, and applicants should feel free to mention (either in the resume or cover letter) their hobbies and outside activities. In addition, applicants must submit a legal writing sample not to exceed 15 pages. If possible, it should be a post-graduation writing sample.

Applicants should not send a hard copy of their application and supporting materials by mail. Instead, they should submit the application only to this email address:

GoodmanApplications@flsd.uscourts.gov

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.

The Federal Court practices zero tolerance for illegal drug use.

The United States District Court is an Equal Opportunity Employer.