

## NOTICE OF VACANCY



Main: 299 E. Broward Blvd., Ft. Lauderdale FL 33301

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

**Position:** Term Law Clerk - U.S. Magistrate Judge Alicia O. Valle  
**Ann. No:** 2021-JDS-03  
**No. Vacancy:** One Full-Time Position  
**Duty Station:** Ft. Lauderdale, Florida  
**Salary:** Commensurate with Legal Work Experience

*There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts. Service as a career law clerk or as a temporary law clerk is not charged against the four-year lifetime limitation.*

### Position Overview

**Law Clerk responsibilities:** Fully responsible for all aspects of assigned civil and criminal cases from inception to conclusion. Reviews complaints, petitions, motions, and pleadings to identify and analyze the issues and basis for relief; performs legal research; monitors status of cases to promote timely disposition by Court; identifies problem areas, makes recommendations, and offers solutions in assigned cases; provides information and advice to the Judge regarding pending litigation; drafts appropriate recommendations and orders; keeps abreast of changes in the law to aid the Judge in keeping current; and performs other duties as assigned.

### Qualifications/Requirements

**These are the minimum attributes in order to hold the title of Law Clerk.** To qualify for the position of law clerk on the personal staff of a federal judge or magistrate 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 his/her 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

- Strong preference will be given to candidates with 3-5 years of legal experience and/or prior law clerk experience
- Excellent legal research and writing skills; Excellent computer skills, internet



### Important Dates

**Opening:** 12/30/2020

**Closing:** Open Until Filled

**Est. Start Date:** August/September 2021

**This is a term appointment with length of employment expected to last one year with possibility of extension for a second year.**

### U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

# Law Clerk to U.S. Magistrate Judge Alicia O. Valle – Ann. No. 2021-JDS-03

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research, and word processing skills including use of Microsoft Word; Familiarity with CM/ECF

- Strong interpersonal skills

## Duty Station

This position is located in Ft. Lauderdale, Florida.

## Salary

The pay rate offered is subject to Judicial Officer approval.

<u>JSP Grade Level</u>	<u>Legal Work Experience</u>	<u>Bar Membership</u>
JSP Grade 11 - \$68,182	0	No
JSP Grade 12 - \$81,723	1 Full-Time Year	Yes
JSP Grade 13 - \$97,179	2 Full-Time Years	Yes
*JSP Grade 14 - \$114,836	3 Full-Time Years	Yes

*\*Note: Availability of the JSP Grade 14 pay rate is subject to restrictions of the Judicial Salary Plan pay system. To qualify for the JSP Grade 14, a candidate must have two years of federal experience as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk or death penalty law clerk.*

## 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.

## 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

Employees of the United States District Court are “Excepted Appointments” and considered “At-Will” judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Term Law Clerks appointed for at least one year and one day are eligible for ten paid national holidays per calendar year; participation in a pre-tax Federal Employees Health Insurance Program; may sign up for a pre-tax Flexible Spending Account; and may elect coverage in group insurance programs for Dental, Vision, Life, Long Term Care, and Long Term Disability.



## How to Apply

A **complete application** package consists of All of the following items, consolidated into one document in the order listed below:

1. **Cover Letter**
2. **Detailed Resume** with exact dates of employment and salary history
3. **Copy of Law School Transcript** showing month/day/year that the JD was conferred
4. **Proof of Bar Membership**, if applicable
5. **Legal Writing Sample**
6. **Three (3) professional References**

### Email Address:

[valle\\_applicants@flsd.uscourts.gov](mailto:valle_applicants@flsd.uscourts.gov)

Do not copy/paste your documents into the email. Make sure to **annotate Announcement No.: 2021-JDS-03** on **subject line of email.**

### Mailing Address:

**Chambers of the Honorable  
Alicia O. Valle**

United States District Court  
299 E. Broward Blvd – Suite 403  
Fort Lauderdale, FL 33301

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**