

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

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**Position: Law Clerk to U.S. District Judge Ursula Ungaro
(One Full-time Position with a 2-Year Term)**

Announcement No: 2021-JDS-06

Duty Station: Miami, Florida

Salary: Commensurate with Legal Work Experience

This is a full-time position with up to a two-year term appointment. 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

Administrative responsibilities: This position will have more responsibility for administrative tasks than other Term Law Clerks in chambers. Such tasks include responding to inquiries from the public and the press on behalf of the Judge; preparing correspondence for the Judge's signature; reviewing the criminal docket in order to monitor case progress; assisting the Judge in preparing for speaking commitments and community service projects; assisting the courtroom deputy in maintaining the docket; processing mail; interacting with Court personnel; preparing jury instructions and various administrative orders.

Law Clerk responsibilities: Enjoys full responsibility for all aspects of assigned 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 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

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, 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.

Important Dates

Opening: February 4, 2021

Closing: Open Until Filled

**Desired Start Date: Late
September 2021 (Full-time
position with a two-year term
appointment)**

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.

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Court Preferred Skills

- A standing within the upper fifteen (15%) of the class upon graduation from law school.
- Previous federal clerkship experience and/or prior litigation experience in the private or public sector.
- A minimum of 2 years of legal work experience gained after law school graduation.
- Outstanding 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.

<u>JSP Grade Level</u>	<u>Legal Work Experience</u>	<u>Bar Membership</u>
JSP Grade 11 - \$68,864	0	No
JSP Grade 12 - \$82,540	1 Full-Time Year	Yes
JSP Grade 13 - \$98,151	2 Full-Time Years	Yes
*JSP Grade 14 - \$115,985	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

Please do not contact chambers by telephone or by email.

Send all attachments by U.S. postal mail. Mailing address:
Attn: Chambers of Honorable Ursula Ungaro
400 N. Miami Avenue, # 12-4
Miami FL 33128

Subject Line: 2021-JDS-06

A complete application includes the following:

- Cover letter that describes the depth of your legal work experience;
- resume that includes exact dates of employment (month/day/year) and salary history,
- copy of final law school transcripts,
- proof of bar membership (if applicable) and,
- a legal writing sample.

The Federal Court practices zero tolerance for illegal drug use.
Those applicants selected for further consideration may be subject to testing.
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.