

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

**Position:** Law Clerk - U.S. Magistrate Judge (Pending Appointment)  
**Ann. No:** 2022-JDS-01  
**No. Vacancy:** One or More Full-Time Positions (Initial One-Year Term Appointment with prospect of extension for a second year)  
**Duty Station:** West Palm Beach, Florida  
**Salary:** Commensurate with Legal Work Experience

**This is a term law clerk appointment to a U.S. Magistrate Judge. The Magistrate Judge is pending appointment.**

*This is a full-time position with an initial one-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

Law clerks enjoy full responsibility for all aspects of assigned civil and criminal cases from inception to conclusion. They review complaints, petitions, motions, and pleadings that have been filed to identify and analyze the issues involved and basis for relief; perform legal research as required; identify problem areas, make recommendations, and offer solutions in assigned cases; provide information and advice to the Judge in connection with pending litigation; draft appropriate recommendations and substantive orders; keep abreast of changes in the law to aid the Judge in keeping current; and perform 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.



### Important Dates

**Opening: 11/19/2021**

**Closing: Open Until Filled**

**Est. Start Date: On or about January 2022**

### 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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- Minimum of two years of federal civil litigation experience or of clerkship experience.
- Proficient computer skills, internet research, and word processing skills including use of Microsoft Word.
- Familiarity with CM/ECF.

## 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.*

## 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 is required. 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 always maintains professional appearance and demeanor. 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

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

Submit complete application materials electronically in Adobe (.pdf) format. Do not copy/paste your documents into the email.

Please make sure to include the Announcement No.: **2022-JDS-01** in the subject line of the email.

A complete application includes all of the following items:

1. Cover Letter
2. Detailed Resume with exact dates of employment and salary history
3. Copy of final law school transcript showing date the JD was conferred
4. Proof of Bar Membership, if applicable
5. Legal Writing Sample

Send the email to:

FLSD\_HRMAL@FLSD.USCOURTS.GOV

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.**