

NOTICE OF VACANCY



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Position: Law Clerk to Sr. U.S. District Judge Patricia A. Seitz
One Full-time Position

Announcement No: 2022-JDS-05

Duty Station: Miami, Florida

Salary: JSP 11 – 14, Commensurate with Legal Work Experience

This is a full-time position. Anticipated length of employment is through September 2022 with possibility of extension for one (1) additional year.

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

The position performs traditional legal and administrative duties and is the CARE Court coordinator.

Traditional Law Clerk responsibilities: Enjoys full responsibility for all aspects of assigned civil and criminal cases from inception to conclusion. Reviews all complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief; reviews docket of pending litigation to assure proper progress; performs legal research as required; identifies problem areas, makes recommendations and offers solutions; provides information and advice to the U.S. District Judge in connection with pending litigation; drafts appropriate recommendations and orders for the Court's review; maintains liaison between the Court and litigants; Corresponds with other court officials and litigants; keeps abreast of changes in the law to aid the Judge; and performs other duties as assigned.

Administrative responsibilities: Acts as a chief manager of daily chambers operations. Is in charge of all personnel matters for chambers; training for new law clerks and interns; works closely with personnel within the local Court, the Administrative Office of the United States Courts, and other associated federal agencies, as required; must maintain an attentiveness and understanding of chambers matters and oversee its management; coordinates schedule and travel arrangements for judge; coordinates judge's meeting and appointments; assists courtroom deputy in maintaining electronic court calendar; becomes thoroughly familiar with electronic filing and case management systems; answers and screens telephone calls to judge's chambers; meets and assists the public; processes incoming mail and

Important Dates

Opening: April 15, 2022

Closing: Open Until Filled

Desired Start Dates:

Immediate (to receive training on a paid, part-time basis)

June 6, 2022 (to assume all duties on a full-time basis)

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.

answers general inquiries; types correspondence and memoranda; proofreads and edits materials for grammar, spelling accuracy and word usage; processes outgoing mail and orders; organizes, maintains and updates filing system; orders office supplies; and performs other duties as assigned. Tasks include reviewing the criminal docket to assist in CARE Court case management; maintaining CARE Court records; assisting the Judges in preparing for speaking commitments and community service projects; responding to inquiries from the public and the press on behalf of the Judges; preparing correspondence for the Judges' signature.

Law Clerk CARE Court responsibilities: CARE Court is the Southern District of Florida's re-entry program assisting released inmates' successful reentry into society. Law Clerk works with both the CARE Court District and Magistrate Judges and enjoys full responsibility for all aspects of CARE Court's assigned cases. Typically, the broad range of duties assigned to a CARE Court law clerk includes conducting legal research, preparing legal memoranda and agreements, drafting orders, proofreading the judge's orders, verifying citations, assisting the judge during courtroom proceedings, communicating with counsel and CARE Court Team members including Court personnel, US Attorney's Office, Federal Public Defender's Office, US Probation, Department of Justice Reentry Specialists, Federal Judicial Center, Administrative Office of the Courts, Community Service Providers, Pro Bono Attorneys and CARE Court participants. Duties include planning and overseeing all aspects of CARE Court sessions, CARE Court Team meetings; reviewing CARE Court reports, petitions, motions, and pleadings to identify and analyze the issues involved; coordinating providers for relief needed; identifying problem areas, making recommendations, offering solutions in assigned cases; providing information and advice to the Judges in connection with CARE Court matters; keeping abreast of changes in the law; and performing other duties as assigned. The candidate must be flexible in work hours and occasionally may be required to attend evening and/or weekend community events. The employing judge must be confident in the law clerk's professionalism in interacting with counsel, CARE Court participants and the public.

Additional information about the Court's CARE Court program:
<https://www.flsd.uscourts.gov/volunteer-opportunities-and-pro-bono-assistance>

Paid Training Opportunity

The successful candidate can be hired immediately on a part-time basis (up to 20 hours per week) to receive training on all aspects of this position. Effective June 6, 2022, the candidate will be converted to full-time employment and assume all legal, administrative and CARE Court duties described.



How to Apply

Apply by sending all documents via email. Please do not contact chambers by telephone or send items in the mail.

Send all attachments in Microsoft Word (.doc; .docx) or Adobe (.pdf) format. Email documents to Seitz@flsd.uscourts.gov

Include the Announcement No. in the subject line of the email.

Subject Line: 2022-JDS-05

A complete application includes the following:

- Cover letter that describes the depth of your legal work experience
- Resume with exact dates of employment (month/day/year) and salary history
- Copy of final law school transcripts,
- Proof of bar membership (if applicable)
- Legal writing sample

Qualifications/Requirements

These are the minimum attributes 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.

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.
- Excellent legal research and writing skills.
- Proficient computer skills, internet research, and word processing skills.
- Must be comfortable using basic software including Excel, Zoom and Microsoft Teams
- Specific Interest in the practical and research aspects of reentry

Personal Characteristics

This unique opportunity requires a confident, experienced attorney to work with this district's re-entry program, assisting returning citizens as they transition to becoming productive, law-abiding citizens following years of incarceration. In addition to having excellent organizational and interpersonal skills, the ideal candidate will have a commitment to enhancing successful reentry and the temperament to work as part of a professionally diverse team consisting of U.S. District Judges, U.S. Magistrate Judges, Senior U.S. Probation Officers, Assistant U.S. Attorneys, Assistant Federal Public Defenders, and Representatives from the Department of Justice. The candidate is expected to work cooperatively with chambers staff and court personnel, exhibit professionalism and good judgment, and adhere to the ethical standards established by the Code of Conduct for Judicial Employees including Canon 4 of the Code of Conduct for United States Judges.

Salary

The pay rate offered is subject to Judicial Officer approval. 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.

<u>JSP Grade Level</u> [Full-Time Salaries Shown Below]	<u>Years of Legal Work Experience After</u> <u>Law School Graduation</u>	<u>Bar Membership Required</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

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

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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 Investigation & The Fair Chance to Compete Act (FCA)

This is a Sensitive position within the Judiciary. This position is **not** covered under the FCA. Therefore, candidates **may** be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. 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 paid national holidays; 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.

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.