

NOTICE OF VACANCY



Main: 400 N. Miami Avenue, Miami, FL 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources



Important Dates

Opening: 07/30/2024

Closing: Open Until Filled

Est. Start Date: **October 2025**

Position: Law Clerk - U.S. Magistrate Judge Shaniek Maynard
Ann. No: 2024-JDS-11
No. Vacancy: One Full-Time/In-Person Position
(1 Year Term, Subject to Extension by Mutual Agreement)
Duty Station: Ft. Pierce, 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: Provides management, legal, administrative, and clerical support to the Judge in chambers utilizing two law clerks and interns. Enjoys full responsibility for all aspects of assigned civil and criminal 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.

Administrative Responsibilities: Works closely with personnel within the Court and other associated agencies, as required; maintains an attentiveness to and understanding of chambers matters and oversee its management; coordinates judge's schedule and travel arrangements; coordinates judge's meetings and appointments; assists courtroom deputy in maintaining electronic court calendar; becomes thoroughly familiar with electronic filing, case management systems, and remote technology platforms; answers and screens telephone calls to Judge's chambers; meets and assists the public; processes incoming mail and answers general inquiries; types correspondence and memoranda; proofreads and edits materials; orders office supplies; organizes, maintains and updates paper and electronic filing systems; and performs other duties as assigned.

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 Shaniek Maynard – Ann. No. 2024-JDS-11

Court Preferred Skills

- A minimum of 3 years of progressively responsible experience in the practice of law is desired.
- Excellent writing and legal research skills are a must.
- Law Review editorial experience and standing in the top 20% of a law school graduating class is highly preferred.
- Superb managerial and organizational skills and excellent computer, internet research and word processing skills are essential.
- Previous federal law clerk experience or private sector federal litigation experience and management experience is highly desired.

Duty Station

The nature of a law clerk position includes working closely with the Judge on a daily basis. For this reason, the successful term clerkship candidate must be prepared to work in person in the Ft. Pierce courthouse. The anticipated term will be one year, subject to possible extension by mutual agreement.

Personal Characteristics

The successful candidate must be able to communicate effectively, both orally and in writing; possess good judgment, maturity, and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. *This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time. This is a writing intensive position, and the successful candidate must be able to communicate effectively, both orally and in writing.*

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.



How to Apply

Submit complete Application package electronically in pdf-format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate Announcement No.: **2024-JDS-11** on subject line and email to: maynard_applicants@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter
2. Detailed Resume with exact dates of employment and salary history
3. Copy of Law School Transcript showing a minimum of 2 years of law school grades
4. Proof of Bar Membership, if applicable
5. List of References (min of 3)
6. Two Legal Writing Samples

Law Clerk to U.S. Magistrate Judge Shaniek Maynard – Ann. No. 2024-JDS-11

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 - \$77,274	0	No
JSP Grade 12 - \$92,619	1 Full-Time Year	Yes
JSP Grade 13 - \$110,137	2 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 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.

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.