

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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Important Dates

Opening: 08/28/2024

Closing: Open Until Filled

Est. Start Date: June 2025

Position: Law Clerk to U. S. District Judge Jose E. Martinez
Ann. No: 2024-JDS-14
No. Vacancy: One Full-Time Position (*Two-year Term*)
Duty Station: Miami, 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.

Position Overview

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

Minimum 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:

- At least one year working as a law clerk for a federal judge is strongly preferred.
- If no prior federal law clerk experience, at least one year as a law clerk for a state judge or prior litigation in the private or public sector after law school graduation is required.
- A standing within the upper twenty percent (25%) of the class upon graduation from law school and law review or journal experience.
- Outstanding organizational skills, legal research and analytical skills, and the ability to write in a crisp, clear,

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 Senior U.S. District Judge Jose E. Martinez Ann. No. 2024-JDS-14

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and concise manner.

- Proficient computer skills, internet research, and word processing skills.

Salary

The pay rate offered is subject to Judicial Officer approval.

JSP Grade Level	Legal Work Experience	Bar Membership
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
*JSP Grade 14 - \$130,148	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 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.*

Personal Characteristics

The successful candidate is mature, responsible, poised, organized, tactful, exercises good judgment, uses initiative, and maintains a professional appearance and demeanor at all times. 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

The following benefits are available to Term Law Clerks appointed for at least one year and one day:

- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in group insurance programs: Dental/Vision, Life, and Long-Term Care
- Participation in a pre-tax Flexible Spending Accounts.

How To Apply

Qualified applicants should submit required documents “**electronically**” and in **pdf format only**. Please make sure to annotate “**Law Clerk Application**” on **subject line** and **email** to martinez@flsd.uscourts.gov. Please Do Not copy/paste your documents into the email. If you do not follow all application requirements, your application will not be considered.

A complete Application Package includes:

1. Detailed **Resume** that includes exact dates of employment
2. Two (2) recent **Letters of Recommendation***
3. Copy of undergraduate and law school **Transcripts***
4. Copy of **bar membership**, if applicable
5. Two (2) **legal writing samples**.

Employment with the United States Courts

Employees of the United States District Court serve under “Excepted Appointment” and are considered “At-Will” employees. The Federal Courthouse and Chambers are designated as non-smoking areas. EFT (Electronic Funds Transfer) is mandatory, therefore payment for net pay (paycheck) is issued via direct deposit.

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.