

## NOTICE OF VACANCY



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

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

Phone: (305) 523-5980 – Human Resources



### Important Dates

Opening: 3/3/2026

Closing: Open Until Filled

Est. Start Date: **August 10, 2026**

**Position:** Law Clerk - U.S. Magistrate Judge Shaniek Maynard  
**Ann. No:** 2026-JDS-11  
**Number of Vacancies:** One Full-Time/In-Person Position  
*(1 Year Term, Subject to Extension by Mutual Agreement)*  
**Duty Station:** West Palm Beach, 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 high-level legal analysis, case management, and administrative support to the Judge in chambers, working collaboratively with career law clerk, a courtroom deputy, and interns. The selected candidate will assume substantial responsibility for all aspects of assigned civil and criminal matters from inception through disposition. Duties include reviewing complaints, petitions, motions, and pleadings; conducting complex legal research; identifying dispositive and procedural issues; making recommendations and offering solutions in assigned cases; providing information and advice to the Judge in connection with pending litigation; drafting substantive orders and reports and recommendations; and advising the Judge on case strategy and new legal developments. This is a writing-intensive position requiring advanced legal writing skills, precision, sound judgment, and the ability to assist in managing a dynamic docket.

**Administrative Responsibilities:** Works closely with court personnel and other associated agencies; assists in managing chambers operations and case flow; supports courtroom calendar management; coordinates judge's meetings and appointments; maintains thorough proficiency in CM/ECF and remote technology platforms; answers and screens incoming phone calls and emails to chambers; manages correspondence and chambers communications; and assists with other chambers-related responsibilities 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. 2026-JDS-11

### Court Preferred Skills

- A minimum of 3 years of progressively responsible post-law school legal experience is strongly preferred.
- Prior federal judicial clerkship experience (district or appellate), or state appellate clerkship experience, is preferred.
- Experience in federal litigation, including motion practice and dispositive briefing, is strongly desired.
- Exceptional writing and legal research skills are a must. Candidates must demonstrate the ability to draft clear, analytical, and well-reasoned judicial opinions and recommendations.
- Law Review editorial experience and standing in the top 20% of the class is preferred.
- Demonstrated ability to manage multiple complex matters simultaneously in a fast-paced environment is essential.
- Superior organizational skills, sound judgment, and the ability to work both independently and collaboratively are required.
- Strong technological proficiency, including advanced legal research platforms and case management systems, is expected.

### 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 West Palm Beach courthouse. The anticipated term will be one year, subject to possible extension by mutual agreement.

### Personal Characteristics

The successful candidate must 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. The successful candidate must thrive in a high-volume environment and demonstrate the ability to efficiently prioritize competing responsibilities while maintaining quality and accuracy.**

### Qualifications/Requirements

**These are the minimum attributes in order to hold the title of Law Clerk.**

While the following are minimum qualification standards, the Court strongly prefers candidates with meaningful post-law school experience, including prior federal clerkship, state appellate clerkship, or substantial federal litigation experience.

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:



### 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.: **2026-JDS-11** on subject line and email to: [maynard\\_applicants@flsd.uscourts.gov](mailto: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. 2026-JDS-11

- 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.

### Salary

The pay rate offered is subject to Judicial Officer approval.

<u>Possible Starting Salary</u>	<u>JSP Grade Level</u>	<u>Years of Legal Work Experience After Law School Graduation</u>	<u>Bar Membership Required</u>
Minimum starting salary for first-time federal employees.	JSP Grade 11 - \$79,533	0	No
Maximum starting salary for first-time federal employees will not exceed JSP Grade 12.	JSP Grade 12 - \$95,326	1 Full-Time Year	Yes
Salary for qualified current/former federal employees will not exceed JSP Grade 13.	JSP Grade 13 - \$113,356	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 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 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.**