

United States District Court, Southern District of Florida
Notice of Vacancy

Position Title: Law Clerk to U. S. District Judge Kenneth A. Marra
Number of Vacancies: One part-time position, 16 hours per week.
Initial one-year term appointment with prospect of extension.
Ann. No: 2016-JDS-01
Location: West Palm Beach, Florida
Salary Range: Commensurate with Legal Work Experience, *additional information provided below*
Open Date: 01/29/2016
Closing Date: Open Until Filled
Desired Start Date: To Be Determined

This position involves a job-share arrangement in chambers; work is available for 2 days per week. There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts.

Position Overview

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 U.S. District 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.

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 two (2) years previous federal clerkship experience and/or prior litigation experience in the private or public sector.
- Law Review participation and a standing within the upper twenty-five percent (25%) of the class upon graduation from law school.
- Excellent legal research and writing skills.
- Proficient computer skills, internet research, and word processing skills.

Salary

The pay rate offered is subject to Judicial Officer approval. *Salary shown below is based on full-time employment. Actual salary of this position is contingent upon the work schedule of 16 hours worked per week.*

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 11, Step 1 (\$62,717)	0	No
JSP Grade 12, Step 1 (\$75,173)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$89,632)	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.

Personal Characteristics

The successful candidate is mature, responsible, poised, 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:

- Up to ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in group insurance programs in the areas of: Dental/Vision, Life, Long Term Care, Long Term Disability.
- Participation in a pre-tax Flexible Spending Account.

How To Apply

A complete application consists of a cover letter; a detailed resume that includes exact dates of employment and education including class rank; proof of bar membership, if applicable; and one writing sample. **Please submit application documents to the following e-mail address: marra_applications@flsd.uscourts.gov**

If you are not able to submit an application via e-mail, items may be mailed to:

Chambers of U. S. District Judge Kenneth A. Marra
701 Clematis Street, Room 316
West Palm Beach, Florida 33401

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 United States District Court is an equal opportunity employer.