NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

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Position:	**Pro Se Law Clerk (Assigned to Two U.S. District Judges)**
Ann. No:	**2026-JDS-21**
# Vacancies:	**Three (3) Full-time positions (One year with the possibility of extension)**
Duty Station:	**Miami or West Palm Beach, Florida**
Salary:	**JSP Grade 11 – 13**

Important Dates

Opening:	**7/9/2026**
Closing:	**Open Until Filled**
Start Date:	**July/August 2026**

Chambers Law Clerk Limitation: There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts. Service as a Pro Se Law Clerk is not charged against the four-year lifetime chambers law clerk limitation.

Temporary Positions within the Judiciary: This is a full-time temporary position. Expected length of service is one (1) year with possibility of extension. There is a cumulative four (4) year limit on the amount of temporary service that may be served in any single position with the U.S. Courts. This includes prior service as a temporary Pro Se Law Clerk.

Position Overview

The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with pro se prisoner petitions and complaints. Performs substantive screening after filing all pro se prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature. Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief. Performs research, as required, to assist the Court in preparing opinions, and also assists the Court with any trial-related preparation and research, as needed, related to petitions or complaints as to which an evidentiary hearing or trial is warranted. Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required. Evaluates present procedures to determine new innovations for increasing efficiencies in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials. Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se prisoner area. Provides information, guidance, and advice to district judges, magistrate judges, and other personnel working in the pro se area. Advises appropriate personnel on the status of cases. 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 Southern District of Florida 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.

Appointing Authority and Reporting Relationship
The appointing authority for this position is the Chief U. S. District Judge. This position reports to and works under the direction of the assigned District Judge(s).

Court Preferred Skills
Priority consideration will be given to applicants with one or more of the following:

- Previous federal clerkship experience and/or prior litigation experience in the private or public sector gained after law school graduation is preferred.
- Experience in planning and organizing work, establishing priorities, and working independently.
- An understanding of federal habeas corpus law and proficiency in the use of LEXIS and WESTLAW.
- Outstanding legal research/writing skills. Ability to communicate clearly, concisely, and informatively, both orally and in writing. Experience reviewing documents and extracting data.
- Proficient computer skills, internet research, and word processing skills.

Qualifications/Requirements
To qualify for the position of Pro Se Law Clerk, the applicant 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.

Legal Work Experience
Progressively responsible experience is 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.

How to Apply

Submit the completed 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 Number: **2026-JDS-21** on the subject line.

Send the email to:
flsd_hrmail@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter that mentions any preference for working in-person in Miami or West Palm Beach, Florida.
2. Detailed resume with exact dates of employment and salary history
3. AO78 Application for Judicial Employment
4. Copies of final law school transcripts, and Bar Membership, if applicable
5. Legal Writing Sample

The AO78 Application for Judicial Branch Employment is available on the Court's website.

Starting Salary
The pay rate offered is subject to the Chief Judge's approval. Figures listed below indicate range of *starting* salaries. The maximum pay rate for Pro Se Law Clerk is JSP Grade 14. JSP 14 pay rate can be achieved with a pattern of positive performance reviews. A successful incumbent displays reliable time and attendance habits and produces timely work that meets quality/quantity standards.

Possible Starting Salary	JSP Grade Level	Years of Legal Work Experience After Law School Graduation	Bar Membership Required
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

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. Employees appointed for at least one year and one day are eligible for a range of benefits such as paid national holidays, participation in health and life insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement. Some employees may also receive retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions.

The Federal Court practices zero tolerance for illegal drug use.
Applicants must be United States Citizens or eligible to work in the United States.
For more information on working for the federal court, please visit www. uscourts.gov/Careers.asp
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.