

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)



### Important Dates

Opening: June 8, 2018

Closing: Open Until Filled

First Consideration Given to  
Applications Received By: July 23,  
2018

Anticipated Start Date: 4<sup>th</sup> Quarter  
2018 (negotiable)

**Position: Court Administrator • Clerk of Court**  
**Announcement No: 2018-CLK-22**  
**Duty Station: Miami, Florida**  
**Salary: \$173,653 - \$201,375 (JSP 17 – 18)**

### Position Overview

The United States District Court, Southern District of Florida, one of the nation's busiest federal trial courts, is seeking a dynamic and energetic executive to succeed the incumbent who is retiring. This is a full-time, permanent, highly visible executive position. The selected candidate will be expected to provide strong leadership to the hard working Clerk's Office staff. Selection includes promotion potential up to Grade JSP 18 without need for further advertisement and competition.

The Court Administrator • Clerk of Court is appointed by the Judges of the Southern District of Florida and functions under the direction of the Chief U.S. District Judge. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. This court unit executive position includes responsibility for compliance with the Court's Employment Dispute Resolution Plan which addresses equal employment opportunity.

### Duties & Responsibilities

- Consulting with and making recommendations to the Judges regarding Court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the Court;
- Managing the jury operations of the Court and making recommendations as required to improve juror utilization;
- Acting as certifying and disbursing officer, and directing through subordinate staff the Court's financial service functions, which include overseeing purchasing, juror payments, accounting functions and restitution and registry payments;
- Working with members of the bar and the public to improve the delivery of Court services;
- Working with various governmental agencies on a variety of issues necessary to Court activities;

### U.S. District Court, Southern District of Florida

The U.S. District Court for the Southern District of Florida is comprised of eighteen authorized United States District Judges, nine Senior United States District Judges, sixteen full-time United States Magistrate Judges and one recalled United States Magistrate Judge. The District spans a geographical area that encompasses nine counties, at its southernmost includes Monroe County and at its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses. Currently, the Clerk's Office employs 183 staff.

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- Hiring and overseeing performance management of personnel, as well as designing and managing training programs;
- Preparing and managing the Court's annual budget;
- Overseeing the Court's space needs, including the anticipated construction of a new courthouse in Fort Lauderdale in the near future;
- Managing Court support functions, such as court reporting, interpreting, event coordination, public relations and attorney admissions and discipline;
- Managing staff responsible for automation and information technology services, including network operations, courtroom technology, electronic case filing systems and software development;
- Overseeing additional administrative functions, such as statistical analysis and reporting requirements, inventory control and human resources management;
- Collaborating effectively with other Court units, such as Probation and the Bankruptcy Court, on providing services including shared functions, such as Human Resources, Procurement and certain Automation needs;
- Performing related duties as required by the Court.

## Requirements

**General** – A minimum of ten years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

**Management Responsibility** – At least three of the ten years of administrative experience must have been in a position of substantial management responsibility.

**Active Practice of Law** – An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

## Substantial Management Experience

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions and long and short-range planning. Possible titles indicative of this experience outside the Judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the Judiciary would include any of the court unit executive or type II second-in-command titles.

## Educational Substitutions

- Undergraduate – Education in a college or university of recognized standing (a bachelor's degree) may be substituted for a maximum of three years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.
- Postgraduate – A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.
- Legal – A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

## Preferences

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Preference will be given to applicants with a Juris Doctorate or a Master's degree in business or judicial administration, or a related field and substantial experience in a federal court. Excellent computer skills are highly desired including a working knowledge of networks sufficient to oversee the management of the organization's automation needs. Excellent organizational, leadership and management skills. Experience and tenure in leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models and planning and implementing organizational change. Understanding of the Judiciary's decentralized administrative model. Ability to effectively interact with Judges, the legal community, and other service providing agencies. Displays executive leadership skills, vision and innovation.

Substantial knowledge of and experience in the operations and management of federal court services. Knowledge of federal Judiciary strategic plans, policies and procedures. Knowledge of the processing of civil and criminal cases, applicable statutes and case law and Federal Rules of Criminal Procedure. Skill in operational leadership, strong analytical skills and excellent oral and written communication abilities. Ability to learn and adapt to change while leading an organization, to get results under challenging conditions and inspire others to perform at a high level. Exhibit a presence that builds confidence in others. Must possess the ability to analyze problems from a fresh point of view and communicate their ideas/thoughts to others.

The preferred candidate will be a graduate of the National Center for State Court's Court Executive Development Program/Fellow of the Institute for Court Management or will have an affiliation with a similar program.

## Qualifications Requirements

To qualify for a position of Clerk of Court, a person must have a minimum of ten years of general administrative experience. At least three of the ten years of experience must have involved substantial management experience. Active practice of law and/or degree(s) from an accredited college or university may be substituted for some of the experience.

When taking into account what is best suited for the Court, the Chief Judge has discretion to set starting pay at either JSP 17 or JSP 18.

## Background Check

This is an Executive High-Sensitive position within the Judiciary. An incumbent not already employed by the Judiciary will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. The incumbent will be subject to background re-investigations every five years.



## How to Apply

Send all attachments in one email message. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

First Consideration Given to Applications Received By: July 23, 2018

Email address:  
flsd\_hrmail@flsd.uscourts.gov

Subject Line: 2018-CLK-22

Attachments: Cover letter, resume, and contact information for three professional references

The cover letter must be three pages or less and should describe the depth of your management experience as it relates to staffing, budget and project management, philosophy of managing, human resources, procurement and information technology. It should also include a description of leadership achievements and future leadership goals.

The resume should include years of specialized managerial experience, dates of employment, salary history, functions managed and composition of the personnel managed.

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### 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. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

### Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Court does not pay travel expenses for interviews. Relocation expenses for the selected candidate may be applicable and are negotiable. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Court practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

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.**