



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA

Vacancy Announcement 12-05 Court Operations Specialist

The United States District Court for the Northern District of Florida is seeking qualified applicants for the full-time position of Court Operations Specialist in the Pensacola Division. A court operations specialist performs various operational and technical functions for docketing, maintaining and processing case information, managing the progression of cases, and provides customer service in accordance with approved internal controls, procedures, and rules.

Representative Duties

- Review filed documents for conformity with rules and regulations. Make summary entries of documents and proceedings. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Prepare and distribute judgments, orders, and deficiency notices. Set schedules for briefing and record preparation.
- Monitor assigned cases to ensure completion of required procedural steps. Manage progression of assigned cases to final disposition.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Perform criminal docketing by applying the rules of the Speedy Trial Act. Analyze Speedy Trial reports and ensure that criminal proceedings are scheduled in a timely manner.
- Provide procedural or case information to the public, bar, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Accept court fees.
- Perform other duties as assigned.

Qualifications

- Requires a minimum of one year of experience at the CL 24 level in a legal environment with knowledge of federal and local court rules, practices, procedures, and forms. And knowledge of: the purpose and format of legal documents; legal terminology; how to process, issue, and certify documents; procedures for public access to court files; the full range of documents (i.e. pleadings, correspondence, transcripts, etc.); and docketing requirements.
- Knowledge of how cases proceed through the court system. Skill in determining appropriate course of action for disposition of a case. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and advise filers of errors. Ability to communicate with parties and answer procedural questions without providing legal advice.
- Skill in typing and use of word processing equipment and requisite court computer programs. Skill in using automated systems and equipment to review dockets and documents.
- Skill and accuracy in mathematical calculations and data entry.
- Ability to work well with others.

Employment Information and Benefits

This position is at CL 25 (\$37,941 - \$61,709). Judiciary employees serve under excepted appointments (not civil service). Benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

Applicant Information

The position is located in the Pensacola Division, Clerk of Court's Office, in the U.S. Courthouse, One North Palafox Street. Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check as a condition of employment. Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on the U.S. Courts website at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>

Qualified applicants should submit 1) cover letter identifying the open position, 2) resume including salary history, 3) completed application form AO-0078, and 4) a list of three professional references to:

Jessica J. Lyublanovits
Clerk of Court
Northern District of Florida
111 N. Adams Street
Tallahassee, Fl 32301

Application form AO-0078 is available on the Northern District of Florida's website at www.flnd.uscourts.gov. First review of applications will be on July 9, 2012. To receive first consideration the application must be received by July 6, 2012. The position is open until filled.

THE UNITED STATES FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER