



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Jacksonville Division

VACANCY ANNOUNCEMENT
Relief Courtroom Deputy Clerk

CL 26 \$41,786 - \$52,252

Announcement No. 12-21 Closes: Open Until Filled Available: Immediately

Representative Duties

On a rotating and relief basis, attends court sessions, swears witnesses, juries and interpreters, assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as liaison among the Clerk's Office, the bar and the judge to ensure that cases and court hearings proceed smoothly and efficiently. In the absence of the assigned courtroom deputy clerk, serves as a primary source of information on scheduling and case processes.

Makes summary entries of all documents and proceedings on the automated docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, writs and orders in criminal and civil cases.

Assists in case management by ensuring that all automated entries are appropriately linked for proper case management.

Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions.

Quality control all documents filed in assigned criminal and civil cases.

Closes cases upon receipt of terminating documents, such as judgments and closing orders.

Other duties as assigned.

Minimum Qualification Requirements

Requires a minimum of five (5) years' work experience, three (3) of those years at a progressively responsible administrative level within the legal field which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. Extremely fast-paced position requires incumbent to be versatile and present a professional demeanor at all times, possess strong organizational, analytical, and oral/written communication skills. Accurate typing and solid computer skills are required, preferably in WordPerfect/Windows environments. Bachelor's degree or paralegal certificate preferred.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 12-21, 401 W. Central Blvd., Orlando, Florida 32801. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See reverse side for employee benefits)

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.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.