

**The United States District Court
Southern District of Florida
Notice of Vacancy**

Position: Divisional Operations Manager (*Northern Divisions Manager*)
One, full-time permanent position

Announcement No: 2015-CLK-01

Location: Fort Lauderdale, Florida

Salary Range: \$69,931 - \$113,706 (CL 29) commensurate with experience

Opening Date: November 4, 2014

Closing Date: Open Until Filled - Applications received by November 26, 2014 in first review

Position Overview:

This is a professional, managerial position with primary responsibility for the oversight, supervision and administration of four of the District's five staffed divisional offices in Fort Lauderdale (FTL), West Palm Beach (WPB), Fort Pierce (FTP), and Key West (KYW). This position directly supervises the Deputy in Charge (FTP), Operations Supervisor (WPB), Operations Specialist (KYW), as well as the Clerk's Office personnel at the Fort Lauderdale Division which includes Courtroom Deputies for District and Magistrate Judges, and Operations staff. As a representative of the Clerk of Court, this position is responsible for insuring Court policies, practices, and procedures are uniformly implemented across the divisional offices in a manner consistent with the mission of the Clerk's Office. Frequent travel to Miami and all divisional offices will be required.

Representative Duties:

The Northern Divisions Manager is responsible for:

- Manage, develop and mentor the Deputy in Charge (FTP), Operations Supervisor (WPB), as well as Clerk's Office personnel at the Fort Lauderdale Division. Includes regular consultation with employees to make decisions on and to insure efficient operation of each divisional office. Implement, monitor and adjust long range schedules, priorities and deadlines for the completion of work assignments. Establish work procedures for the Deputy in Charge, Operations Supervisor, and the Clerk's Office staff in the Fort Lauderdale Division. Monitor compliance with established performance standards and delegate work fairly and consistently. Coordinate work and leave schedules. Facilitate regular staff meetings and insure regular communication regarding policies and procedures
- Manage court operations through coordinating and communicating office procedures with supervisors, unit executives, judges, and chambers staff. Reallocate personnel and/or equipment to cover workload fluctuations. Solve work related problems using information and data.
- Communicate and respond to requests from management with regard to divisional operations, keeping them well-informed. Ensure supervisory and office coverage through effective delegation of authority.
- Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules and procedures. Facilitate, mediate and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality.
- As directed by the Clerk of Court and the Chief Deputy Clerk, develop, implement, and monitor uniform administrative and managerial procedures, practices, systems, and techniques in the divisional offices. Coordinate efforts with appropriate managers/supervisors in the Miami Division including the Interpreters, Court Reporters, Financial, Jury, Operations, Magistrate/Courtroom Deputies, Procurement, and Human Resources Sections.
- As the highest ranking representative of the Clerk's Office for the divisional offices, act as the Clerk of Court's liaison to judicial officers, Federal and State agency representatives, members of the Bar, litigants and the general public. Work with and coordinate multi-agency resources and efforts in a manner consistent with strategic plans and mission statement of the Clerk's Office.
- Work with members of the senior management team to formulate short-term and long-term plans for the utilization and deployment of resources in all divisional offices. Assist in the study, development, and implementation of long range strategic plans.

- Coordinate the implementation and monitoring of uniform case management procedures in divisional offices, including automated case management, electronic filing, docketing, jury management, records management, and calendaring systems. Coordinate with the Chief Deputy Clerk, Computer Services, and Training Coordinator/Specialists to insure uniform systems training and standard quality control of all automated functions. Serve as a resource to employees, chambers, attorneys and the public regarding the Case Management/Electronic Case Filing (CM/ECF) system.
- In coordination with the Chief Deputy Clerk and the Court's Financial Section, monitor divisional consistency and compliance with District internal control procedures governing all divisional financial functions. Update and coordinate training of divisional personnel performing financial functions concerning changes and developments in policies and procedures. Coordinate, maintain and supervise all on-site financial functions including cashier(s), nightly reconciliation and bank deposit functions, control of vault access and contents, and custodial responsibility for financial records. Responsible for the review of mail logs and the timely submission of juror attendance records.
- Assess personnel, physical, and automation resources in the divisional offices. Coordinate requests for approval regarding resource requirements, justification and costs with Human Resources, Budget, Procurement, and Computer Services Sections.
- In coordination with the Court's Budget Section, participate in budget process by verifying specific needs and costs, recommending changes and adjustments, and conducting periodic budget reviews for the operation of the divisional offices.
- In coordination with Court Statistical Analyst and Data Quality Analysts, monitor the compiling, reconciliation and reporting of statistical information by the divisional offices to comply with the requirements of the Administrative Office.
- Act as a project manager for court initiatives. Collect review, and analyze data on court operations. Research best practices and explore creative and strategic use of resources.
- Performs other duties as assigned.

Qualifications:

Requirements

To qualify for this managerial position, an individual must possess:

1. At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:
 - Skill in developing the interpersonal work relationships needed to lead a team of employees;
 - The ability to exercise mature judgment; and
 - Thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the Clerk's Office
2. At least one year of experience at or equivalent to the work at next lower classification level CL 28.

Education

A bachelor's degree in management, administration, or a legal professional field is preferred. An advanced degree in one of these fields is highly desired.

Preferred Experience

Experience in a federal or state court system, which involved the application of procedures, policies and strategies relevant to the judiciary, judicial administration, and or court operations is highly desired. Knowledge of federal and local rules, knowledge of local policies and procedures, and a comprehensive understanding of the Case Management/Electronic Case Filing (CM/ECF) system is highly desired. Strong computer skills are also highly desired.

Desirable Characteristics

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times. Candidate must also have the ability to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship:

This position is located in Fort Lauderdale and reports to the Chief Deputy Clerk • Operations. The Chief Deputy Clerk position is located in Miami.

Background Investigation:

This is a Sensitive position within the Judiciary. The selected candidate will be subject to 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.

Employee Benefits

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years
- Ten paid national holidays per year
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan
- Mandatory EFT (electronic funds transfer) participation for payment of net pay
- Participation in Pre-Tax Flexible Spending Accounts

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

How to Apply

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format to: flsd_hrmail@FLSD.uscourts.gov noting Announcement Number 2015-CLK-01 in the subject line.

- Cover letter
- Application for Federal Judiciary Branch Application for Employment (AO78)
- Detailed resume (referencing job announcement number) including your personal email address and salary history
- Writing statement (no more than 2 pages) describing the extent to which you possess the knowledge, skills and abilities listed in the Qualifications section as they relate to this position

Please do not cut and paste your resume into your email. If you do not follow all application requirements, your application will not be considered.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court
Human Resources, Room 8S47
400 North Miami Avenue Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.

Applicants must be a United States Citizen or eligible to work in the United States.