

**The United States District Court  
Southern District of Florida  
NOTICE OF VACANCY**

**Position:** Operations Specialist - Temporary 1 year 1 day appointment  
More than 1 position may be filled  
**Announcement No:** 2016-CLK-10  
**Location:** Various Locations (Miami, Fort Lauderdale, West Palm Beach, FL)  
**Salary Range:** \$41,466 - \$67,395 (CL25) commensurate with experience  
**Opening Date:** September 1, 2016  
**Closing Date:** Open Until Filled

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**Temporary position may conclude earlier with advance notice or become  
permanent without further advertising.**

**Position Overview:** "Operations Specialist" is a generalist position. The incumbent performs work related to the operational case processing activities of the Clerk's Office. The applicant must possess strong customer service skills and have experience receiving legal documents, managing records, docketing, performing quality control checks, and processing documents from the inception of a case through the appeals process.

**Representative Duties:** The incumbent receives and reviews incoming documents to determine conformity with the Local Rules and the Federal Rules of Civil and Criminal Procedure. All pleadings relating to the jurisdiction of the Court are also examined for compliance with the rules. When conformity with the rules is verified, the incumbent: assigns case numbers to new cases; randomly assigns cases to judges; issues required civil processes; routes documents to proper offices or persons when necessary; verifies attorneys' authority to practice before the court; and furnishes information to a wide variety of persons, acting as customer service representative, by answering inquiries regarding case documents, status, and procedure.

The incumbent opens cases upon receipt of initiating documents such as a complaint, indictment, information, or petition. Summary entries in the Case Management/Electronic Case Filing system (CM/ECF) of all documents and proceedings, including pleadings, petitions, motions, complaints, hearing minutes, and orders must be made. Cases are managed by ensuring that all documents are properly scanned, docketed, and appropriately linked by performing quality control checks. Speedy Trial Act data and related information must be entered and monitored to ensure compliance with the requirements of the Speedy Trial Act. The incumbent closes cases upon receipt of terminating judgments and closing orders, and prepares and enters Clerk's default judgments. Notices, orders, and judgments are transmitted electronically via CM/ECF to the appropriate parties. Case files must be sorted, classified, and recorded timely and accurately. Archived files must be retrieved from the Federal Records Center for copying and inspection when requested by court personnel, attorneys, and others. An automated Records Management System (RMS) is utilized to track the movement of archived items, both in house and to and from the Federal Records Center.

The incumbent processes notices of appeal and appeal related documents. The documents received are reviewed to ensure they meet the requirements of the Federal Rules of Appellate Procedure. District Court personnel, chambers staff, attorneys, U.S. Court of Appeals personnel and others must be contacted when appellate requirements are not met, preventing appeals from moving forward. Appellate case opening documents, certificates of readiness, and the records on appeal are prepared and forwarded to the appellate courts and to the appropriate parties. Upon receipt of terminating documents, the appeal is

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concluded. Conventionally filed appeals are filed, scanned and accurately entered and recorded into CM/ECF. Due dates for records and appeals to be transmitted to the appellate courts are monitored by the incumbent who will analyze a variety of reports to ensure compliance with filing deadlines. The incumbent answers procedural questions to ensure compliance with the Federal Rules and responds to inquiries as to the status of a case.

### **Qualification Requirements**

Candidates for the Operations Specialist position must have a minimum of one year of specialized experience. Specialized experience is defined as: Progressive, responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Appointment at the CL 25 requires at least one year of specialized experience equivalent to work at the CL 24 level. The position requires excellent computer skills, writing skills and the ability to learn and apply federal and local rules. Experience with a variety of computer software applications (especially legal electronic case management), scanning and image creation is highly desired. Familiarity with statistics and creation of statistical reports is desired.

### **Educational Substitutions**

Education above the high school level may be substituted for required general experience. One academic year at the college level (30 semester hours or 45 quarter hours) equals **one year** of general experience.

An undergraduate degree with an emphasis on Legal Studies or closely related field is preferred. Current or previous federal judiciary or other federal agency experience is highly desired.

### **Desirable Characteristics**

The successful candidate should be mature, highly organized, poised, and demonstrate initiative. The candidate must possess tact and good judgment, and maintain a professional appearance and demeanor at all times. The 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. The ability to balance the demands of varying workload responsibilities and deadlines is a requirement.

### **Organizational Relationship**

This position is assigned to the Clerk's Office and reports to the Operations Supervisor or Divisional Operations Manager in the assigned duty station.

### **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:

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- 13 accrued 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 noting **Announcement Number 2016-CLK-10 and location preference** in the subject line to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov).

1. Detailed resume (referencing announcement number), including salary history and personal email address.
2. Application for Judicial Branch Federal employment (AO 78).
3. An additional statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

**If all items listed below are not received, your application will not be considered. Do not copy and paste your resume to the email.**

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

Only qualified applicants will be considered for this position  
 The Federal Courthouse has been designated a non-smoking area.  
 Applicant must be a U.S. Citizen or a permanent resident who is seeking U.S. citizenship.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

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