

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

**Position:** Operations Clerk - Temporary 1 year 1 day appointment\*  
**Announcement No:** 2016-CLK-11  
**Location:** Miami, Florida  
**Salary Range:** \$37,548 - \$61,008 (Classification Level 24)  
**Opening Date:** September 7, 2016  
**Closing Date:** Open Until Filled - Applications received by September 21, 2016 in first review

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\* Please note position may later become permanent, further advertisement is not required.

**Position Overview**

Receives, logs, sorts, distributes and routes all incoming mail to the Ferguson Courthouse (U. S. Postal mail, Federal Express, UPS, etc.). Opens and processes all mail for Clerk's Office and chambers according to established procedures. Scans and creates PDF files for new or transferred-in cases and proceedings including pro se prisoner cases and removal proceedings. Processes interoffice mail to and from other court locations. Answers Mail Room and Records Sections phone lines. Scans court documents into the imaging system database. Mails out notices, judgments and orders to non-registered attorneys and pro se litigants. Utilizes various computer programs to obtain case information, tracks the movement of files, and generates bar labels. Maintains integrity of both electronic and paper filing systems by monitoring proper access to records and ensuring timely and accurate scanning and filing of documents. Retrieves files and makes copies of records for court personnel, the bar, and the public. Searches for accession, location and box number information and provides correct instructions to the public on retrieval options. Prepares and ships records to the appropriate Federal Records Center. Processes certifications, requests for research or requests for updates, name searches and/or copies of automated court records. Performs image retrieval and printing from the imaging system to assist the public conducting case research. Provides copies of court dockets regardless of format (i.e., live database, archived/microfiche, paper). Collects all outgoing mail from the designated collection points, weighs each piece to determine the proper amount of postage, and passes all mail through the meter equipment to affix the appropriate amount of postage. Monitors metering equipment by reporting meter readings to Budget & Procurement Sections and adding additional postage to metering machine on a regular basis. Receive and review incoming paper and electronic case related documents to determine conformity with appropriate rules, practices, and court procedures. Examine all pleadings to determine the jurisdiction of the court, and accept those that conform to federal and local rules of practice. Check for prior or prohibited filings(s). Receive and route non-case related documents to applicable areas, as appropriate. Issue all civil processes such as summonses, subpoenas, writs of garnishment, execution, attachment, and the like. Provide frontline customer service, answer telephones, and provide appropriate procedural information to litigants, the public, chambers, and Clerk's Office staff. Assist the public in the use of computerized records and information databases. Incumbent will initially be assigned to the Records Section. May provide support to other sections of the Clerk's Office. Duties may vary based on the section to which the incumbent is assigned.

**Qualification Requirements**

Requires a minimum of one year of specialized experience. Specialized experience is progressively 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. Requires excellent computer skills. Must be able to lift boxes of up to 40 lbs. Experience handling and accounting for cash, checks, and other financial transactions is highly desirable. Appointment at the CL 24 requires at least one year equivalent experience at the CL 23 level.

### **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 assigned to the Clerk's Office in the Miami Courthouse and reports to the Records Management Supervisor.

### **Background Check**

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 are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. Court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue 13 days of paid vacation for the first three calendar years.
- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in a Group Life Insurance, Long Term Care Insurance, Long Term Disability Program.
- Participation in a pre-tax Flexible Spending Account.
- Participation in a Retirement Program with investments opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

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

### **How to Apply:**

Submit **required** application documents noted below electronically\*\* in PDF (preferred), Word format noting the Announcement Number in the subject line, and **email to: [flds\\_hrmail@flds.uscourts.gov](mailto:flds_hrmail@flds.uscourts.gov). **If all required documents are not received; your application will not be considered.****

1. Detailed resume (referencing announcement number), including salary history and personal email address.
2. Application for Judicial Branch Federal employment (AO 78).

**\*\* Please do not cut and paste your resume into 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  
400 North Miami Avenue, Room 08S72, Miami, FL 33128-7717  
General Information: (305) 523-5980  
District Court Website: [www.flds.uscourts.gov](http://www.flds.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.  
**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**