

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

**Position:** Executive Services Specialist (Temporary 1 year 1 day appointment)  
**Announcement No:** 2017-CLK-04  
**Location:** Miami, Florida  
**Salary Range:** \$45,667-\$74,211 (CL 26) Depending on experience and qualifications  
**Opening Date:** November 4, 2016  
**Closing Date:** Open until filled, with first review beginning November 18, 2016

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**This position may become permanent without further advertisement**

**Position Overview:**

This position is located in the Clerk's Office for the Southern District of Florida. The incumbent will assist in the Office of the Court Administrator • Clerk of Court and the Interpreters Section. The incumbent must maintain professionalism and the integrity of the office in all matters, and exhibit the ability to work in a confidential setting with utmost discretion. The position assists with attorney admissions/attorney discipline processes, plans and organizes various judicial ceremonies and meetings, schedules and assigns courtrooms, and performs various other administrative duties as assigned. The incumbent will also assist the Interpreters and Court Reporter Sections by attending to the administrative details of the offices as needed.

**Representative Duties:**

- Coordinates the Court's Advocacy Training Program which includes the review of law students' applications for policy compliance, verification of the supervising attorneys' admission, and drafting a proposed administrative order as well as compiling a package for the Chief Judge's review; Reviews the Local Rules pertaining to Student Practice and the Advocacy Training Program and recommend changes, as needed, to the Clerk.
- Provides telephonic and email instruction and information on the attorney admissions procedures, pro hac vice admission, attorney registration for CM/ECF, and government attorney practice.
- Ensures the Court's website contains the most up-to-date information pertaining to attorney admissions, Local Rules, pro hac vice motions, government attorney practice and other attorney resources.
- Makes data entry and updates attorney discipline database, works with the Court's Attorney to draft attorney discipline orders, prepares an electronic attorney discipline file for the Clerk of Court and Chief Judge, maintain deadlines to ensure attorney discipline matters are handled in a timely manner.
- Issues duplicate certificates of admission and processes certificates of good standing,
- Processes pro hac vice applications by adding pro hac vice attorneys to CM/ECF attorney database; check pro hac vice attorneys' membership in appropriate State bar, ensure pro hac vice applications filed via CM/ECF are in compliance with the Court's Local Rules and docket the appropriate docket entry.
- Conducts research, responds to inquiries, prepares applicable orders and correspondence, and coordinates informational updates with the docketing and intake sections and respective section supervisor.
- Receives new requests for attorney electronic filing authorization in MDL cases, researches status, adds to database, notifies docketing and maintains integrity of the electronic attorney

It is our honor and duty to provide the support needed to enable the Court as an institution  
to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.

records. Answers telephonic inquiries from MDL attorneys pertaining to their electronic filing privileges and routes calls to appropriate section for handling.

- Plans and organizes meetings, judicial ceremonies and various Court functions, i.e., investitures, judges' meetings, portrait ceremonies, and en banc hearings. Suggests the design for and monitors the printing of invitations and programs. Coordinates speakers and ceremony resources, including set-up and assistance, audio-video resources, seating and courtroom arrangements. Obtains catering proposals and provides on-site support to caterer. Arranges transportation and coordinates security with the U. S. Marshals Service.
- Coordinates courtroom assignments to visiting judges and administrative law judges from various federal agencies and coordinates building and courtroom access for visiting officers and staff. Calendars conference and meeting room reservations.
- Provides administrative support for the Court's Occupant Emergency Plan, emergency contact lists, and the Court's biennial report. Provides backup administrative assistance to the Court Administrator, Executive Office, U. S. Marshals Service and GSA regarding emergency facilities.
- Coordinates and maintains annual submission of Judges' Non-Case Related Travel report, certifies telephone bills for the Court including billing review, and coordinates and conducts tours for the Miami courthouses as requested by the judges and public.
- Answers the phone, monitors the interpreters email box, picks up, delivers and processes incoming and outgoing mail for the Interpreters section. The incumbent will also assist the Interpreters Section with various administrative details, such as the scheduling of Contract Court Interpreters, coordinating the distribution of contract paperwork and preparing statistical reports. Provides back up support for the Court Reporter Section as to administrative matters such as scheduling, transcriptions and distribution of correspondence.
- Maintains and updates list of interpreters to include current information on home addresses, email address, telephone numbers and availability work schedules. Maintains resume file for contract interpreters in all other languages required by the Court. When requests are received from court officials for interpreter services, locates and schedules an interpreter.
- Reviews invoices and vouchers for payment submitted by contract interpreters or contract court reporters to ascertain compliance with the fee schedules, and contract rates.
- Maintains procedural and policy guidelines as established by the Clerk's Office, the Administrative Office of the U.S. Courts, and the Guide to Judiciary Policy, Volume V.
- Assists in other operational areas as needed, as well as other duties as assigned.

### **Qualification Requirements:**

Requires at least two years of specialized experience that is equivalent to work performed at the CL 25. Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations and terminology to successfully perform the duties of this position. Candidate must have solid organizational skills, and excellent proofreading, grammar, and communications skills. Proficiency in Microsoft Suite (Word, Excel, Power point, Access), and excellent computer skills is a must. Excellent knowledge of legal terminology and spreadsheet application experience is highly desirable. Experience with organizing events is preferred.

### **Court Preferred Qualifications & Skills**

- Ability to communicate professionally and with tact both orally and in writing.
- Proficiency working in automated environments with a significant knowledge of computer programs such as Adobe, Excel, Word and Windows.
- Bachelor's degree from an accredited college/university in a field of academic study such as business or public administration.

- Current work experience within the Clerk's Office, Southern District of Florida is highly preferred due to the importance of knowing the judges and knowing the internal operating practices/protocols of the Court.

### **Personal Characteristics**

This position will interact routinely with judges, government attorneys, managers, and the public. Candidate must be able to work effectively in a team environment and exhibit at all times and to all persons a courteous, professional and cooperative attitude, and a self-imposed standard of integrity, maintain confidentiality and utmost discretion of the office. Must maintain a professional appearance and demeanor at all times. Candidate must be able to balance the demands of varying workload responsibilities and deadlines.

### **Organizational Relationship**

This position is located in the Executive Office and the Court Interpreters and reports to the Executive Services Administrator.

### **Employee Benefits:**

Employees of the United States District Court are excepted appointments and are 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 [www.uscourts.gov/Careers.aspx](http://www.uscourts.gov/Careers.aspx)

### **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. This is not applicable to current Southern District of Florida employees.

### **How to Apply:**

Qualified applicants should submit the following documents electronically in PDF (preferred), or in Word format noting the Announcement Number **2017-CLK-04** in the subject line, and email to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume detailing years of specialized experience, including dates of employment, salary history, and email address.

**Please do not copy/paste your resume into the email.**

**If you do not follow all application requirements, your application will not be considered.**

The Court will screen all applications and the best qualified applicants will be invited for personal interviews.

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 the 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  
General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://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.

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