

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

**Position: Courtroom Deputy assigned to U.S. District Judge (Pending Confirmation)**

**Announcement No: 2020-CLK-15**

**Number of Vacancies: One Full-Time Position**

**Duty Station: Ft. Pierce, Florida**

**Salary: \$49,639 - \$88,636 (CL 26 – CL 27)  
Commensurate with experience**

### Position Overview

Incumbent manages Judge's cases by calendaring and regulating their movement, monitoring filing of pertinent documents and timely responses to judicial orders, setting or resetting dates and times for hearings, trials and conferences, and notifying the appropriate parties. Keep the Judge and immediate staff informed of case progress. Monitor the resolution of pending motions, including compliance with Speedy Trial Act. Examine all documents to determine if they conform to the federal and local rules of practice. Review information relating to pending cases to ensure that all records and reference materials are available for use by the Judge and counsel. Attend court sessions and conferences as directed. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants (including court reporter and interpreters), administering oaths, assisting with the selection of juries, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Incumbent prepares judgments and other orders for the Judge's review and signature. Docket orders, judgments, minutes and notices into the Court's Case Management/Electronic Case Files System (CM/ECF). Performs data processing as needed for Court's automated system. Monitors the accuracy of statistical and pending reports as needed. Accept, files and docket civil and criminal filings presented in court. Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Reviews CJA vouchers for policy adherence. Operates and monitors the digital audio recording (DAR) as required. This position requires travel to other offices within the District.

### Qualification Requirements

Requires a minimum of three years of progressively responsible clerical or administrative experience which provided a knowledge of legal terminology, procedure, or pleadings such as might be found in a law office, in the Clerk's Office of a U.S. District Court, or in another court in the judicial system. To be appointed at the CL27 level, experience must include at least one-year equivalent to work at the CL26 level. To be appointed at the CL 26 level, experience must include at least one-year equivalent to work at the CL 25 level. The incumbent must have excellent



### Important Dates

Opening: 9/10/2020

Closing: Open until Filled

First Review date: 10/1/2020

### U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

## Courtroom Deputy Assigned to U.S. District Judge (Pending Confirmation) Announcement No. 2020-CLK-15

organizational and time management skills. Requires the knowledge and must demonstrate the ability to learn federal local rules and case processes.

### Preferred Qualifications

Previous courtroom clerk or paralegal/case administration experience and experience with a variety of computer software applications (especially legal electronic case management), scanning and image creation is highly desired. Familiarity with Microsoft Word, statistics and creation of statistical reports is desired.

### Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Candidate must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. Candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

### Duty Station/ Organizational Relationship

This position is located in Ft. Pierce, Florida. This position is assigned to the Clerk's Office and reports to the Operations Supervisor or other designee of the Clerk's Office.

### Salary

Salary offered is based on work experience and overall qualification of the candidate. Discretion can be considered if experience includes federal service.

### 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.

### Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement



### How to Apply

Qualified applicants should submit the required documents listed below as a **single PDF document**.

Email address:  
flsd\_hrmail@flsd.uscourts.gov

Subject Line: 2020-CLK-15

Attachments: Cover letter, resume, Federal Employment Application (AO 78), and written endorsement from current assigned Judge (as applicable).

\*AO78 Application can be found on our web site [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov) under the employment tab-how to apply

**Please note: A Courtroom Deputy/Magistrate Courtroom Deputy Clerk who is currently assigned to an active Judge within the Southern District must submit a written endorsement from the Judge.**

The Federal Court practices zero tolerance for illegal drug use.

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

For more information on working for the federal court, please visit [www.uscourts.gov/Careers.asp](http://www.uscourts.gov/Careers.asp)

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