

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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**Position: Administrative Assistant
2021-CLK-04**

Announcement No: One Full-Time Position

Number of Vacancies: Miami, Florida

Duty Station: \$45,534-\$73,991 (CL 25)

Salary: Commensurate with experience

Position Overview

Administrative assistants provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. These positions provide office assistance in accordance with approved internal procedures and policies. Administrative support positions encompass areas such as secretarial support to court unit staff, managers, and/or executives, as well as a variety of administrative services. Administrative support positions provide administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports, and greeting visitors/clients. In addition, administrative support positions at this level perform a wide variety of administrative functions often in multiple program areas in the court unit.

Representative Duties:

Provide office support and assistance for the administrative functions of the office, which may include any or all the following duties and responsibilities:

- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of unit executives.
- Generate standard reports from databases and computerized systems.
- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Prepare, proofread and edit materials prepared by others, for the court unit executive's signature for accuracy, proper grammar, and spelling.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office.
- Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and, process mail requiring special handling.



Important Dates

Opening: 2/5/2021

Closing: Open until Filled

First Review date: 2/19/2021

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.

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- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff.
- Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings and maintain staff calendars.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Perform financial and budgetary duties such as processing accounts payable and accounts receivable transactions.
- Assist with balancing and reconciling financial records.
- Assist staff with automated financial tracking systems. Perform similar financial and budgetary activities. Process incoming fine and restitution payments.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response, where required.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Administer the reimbursable work authorization process, including preparing forms and paperwork, obtaining approval from judicial council, preparing invoices and payments, tracking expenses, etc.
- Coordinate general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies. Oversee maintenance of consumable supplies, research and prepare supply requests.
- Assist with coordinating conferences, meetings, and court ceremonies. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Maintain calendars, arrange travel, and prepare travel vouchers for court unit executives and professional staff. Audit and review travel vouchers, maintaining the office's travel credit cards, ensuring that policies and procedures are followed.

Qualification Requirements

Requires a minimum of one year of progressively responsible clerical or administrative 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. An 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, scanning, and image creation is highly desired. Familiarity with statistics and the creation of statistical reports is desired. Good organizational and time management skills.

Preferred Qualifications

Completion of the requirements for a bachelor's degree from an accredited college or university.



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: 2021-CLK-04

Attachments: Cover letter, resume, Federal Employment Application (AO 78).

*AO78 Application can be found on our web site www.flsd.uscourts.gov under the employment tab - how to apply

Selection Process:
Only qualified applicants will be considered. Incomplete application documents may not be considered.

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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. Candidates 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. The candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

Duty Station/ Organizational Relationship

The duty station for this position is Miami, Florida. This position is assigned to the Clerk's Office and reports to the Court Reporter Coordinator.

Salary

The salary offered is based on work experience and the 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, long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement

The Federal Court practices zero tolerance for illegal drug use.

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

For more information on working for the federal court, please visit www.uscourts.gov/Careers.asp

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.