

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: U.S. Magistrate Judge Courtroom Deputy
Announcement No: 2021-CLK-11

Duty Station: Miami, Florida

This position will work directly with a newly appointed United States Magistrate Judge

Salary: \$50,140-\$81,487 (CL 26) Salary commensurate with work experience, previous federal government service, and prior pay history.



Important Dates

Opening: 6/17/2021

Closing: Open Until Filled

Est. Start Date: On or about

January 1, 2022

Position Overview

The incumbent manages cases assigned to the Magistrate Judge and maintains control of the Judge's cases. Examines all documents filed to determine if they conform to the Federal Rules of Criminal and Civil Procedure and the Local Rules for the Southern District of Florida. Uploads filings, notices, minutes and orders into the electronic case management system (CM/ECF). Prepares calendars and regulates the movement of cases by setting/resetting dates and times for hearings, and notifying counsel, parties and other agencies concerned. Acts as liaison between the Magistrate Judge, counsel, the Clerk's Office, federal agencies and the public to ensure cases proceed smoothly and efficiently. Prepares special reports for the Magistrate Judge and the Clerk's Office regarding the status of cases assigned. Prepares the courtroom calls the court calendar, notes appearances of counsel and maintain minutes of all proceedings. Memorializes proceedings via a digital audio recording device or another equivalent system. Attends court proceedings. Assists with the orderly flow of proceedings, including setting up and troubleshooting audio systems. Swears in witnesses and interpreters. Files, marks, stores, and returns exhibits. Prepares draft minute orders. Performs data processing as needed for the Court's automated maintenance of records. Performs case administration duties and/or provides training or assistance to other employees. Informs the Jury Section of upcoming trials, need for jurors, etc. Assists the Magistrate Judge in jury selection and maintains records of juror selection and attendance. Assists with statistical reporting requirements of the Administrative Office. Serves as a primary source of information on all court proceedings for the bar, other agencies, and the public.

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.

U.S. Magistrate Judge Courtroom Deputy – Announcement No. 2021-CLK-11

Page 2 of 3

Qualifications Requirements:

Requires one year of specialized experience. Specialized experience is defined as 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. 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, and knowledge of federal and local rules is highly desired.

Preferred Experience

Preference will be given to applicants with:

Bachelor's Degree or advanced degree in Legal Studies or a related field.

Current or previous courtroom deputy experience.

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 professionally and courteously, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Candidate must be able to balance the demands of varying workload responsibilities and deadlines. Enjoyment of a fast-paced atmosphere dealing with voluminous and diverse legal issues is essential.

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Courtroom Deputy Supervisor & Chief Deputy for Operations in Miami.

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 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.



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-11

Attachments: Cover letter, resume, Federal Employment Application (AO 78), The application can be found on our web site under employment/how to apply

Please note: A Courtroom Deputy who is currently assigned to an active Judge within the Southern District of Florida must submit a written endorsement from their Judge. (Contact HR for the appropriate form)

Selection Process:

Only qualified applicants will be considered.

Please do not cut and paste your resume into your email. If all required documents are not received, your application will not be considered.

U.S. Magistrate Judge Courtroom Deputy – Announcement No. 2021-CLK-11

Page 3 of 3

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 does not apply to current employees of the Southern District of Florida.

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

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.

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

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.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER