

NOTICE OF VACANCY



Main: 400 North Miami Ave, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Position: **Judicial Assistant**
to Senior U.S. District Judge Donald L Graham

Ann. No: **2021-JDS-05**

Duty Station: **Miami, Florida**

Salary: **JSP Level 11 - \$68,864 (Commensurate with Experience)**

Position Overview

Reports directly to Judge Graham. Carries out administrative tasks to ensure all administrative requirements are handled correctly, in proper format and on a timely basis. Screens and routes incoming mail, e-mail communications, telephone calls and messages, and answers general inquiries. Primary point of contact for scheduling, appointments, meeting coordination and conference scheduling. Communicates with outside agencies, and the public. Facilitates visitors to Chambers. Maintains judge's calendar by scheduling appointments, coordinating meetings and conferences, and setting reminders. Makes travel arrangements, prepares travel itinerary, secures transportation, hotel and car reservations, and prepares travel vouchers for reimbursement. Responsible for civil case management. Screens incoming motions for compliance with federal and local rules and procedures and for lowered numbered or similar cases and recusals (including functions relating to the Court's Case Management/Electronic Case Filing (CM/ECF) system). Responsible for proper filing of numerous documents, files, etc. Schedules cases for hearings and trial. Publishes Judge's calendar and notices of hearings. Assist in civil jury trial preparation. Draft routine orders in civil cases. Dockets orders, pleadings, judgments, and minutes using the Court's Case Management and Electronic Case Filing system (CM/ECF). Attends telephonic status conferences and/or hearings and assists with the orderly flow of the proceedings including, but not limited to, setting up the conference and assuring the presence of all necessary participants as required. Identifies documents that require special handling and refers them to appropriate court personnel on an expedited basis. Reviews and forwards for processing of Criminal Justice Act vouchers submitted by counsel for payment of fees. Assists in reporting accurate statistics to the Court and Administrative Office. Composes routine correspondence and memoranda. Prepares presentations, statistical reports, correspondence, and organize spreadsheets and data. Proofreads and edits materials for grammar, and word usage. Assembles and attaches supplemental material as required. Maintains administrative and personnel files, manuals and regulations. Updates office reference materials and supplements. Manages general activities of chambers. Training of new law clerks in chambers' administrative processes and procedures. Oversees activities of summer judicial interns. Responsible for equipment and supplies maintenance and ordering. Works closely with personnel of the Administrative Office of the United States Courts, the Federal Judicial Center, The Department of Justice, The Federal



Important Dates

Opening: 02/01/2021

Closing: 03/05/2021

Est. Start Date: 5/18/2021

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 Judge, 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.

Judicial Assistant to Senior U.S. District Judge Donald L. Graham- Ann. No. 2021-JDS-05

Page 2 of 3

Bar and other bar associations, and universities. Operates personal computer, facsimile, copier, and other office equipment. Performs other duties as assigned.

Qualifications/Requirements

To qualify for the position of judicial assistant to a federal judge, a person must be a high school graduate or the equivalent and must have a minimum of **eight years experience: two years** of responsible **general clerical or secretarial experience** which provided a good knowledge of office clerical practices, such as filing, telephone usage, and typing **and** at least **six years** of progressively responsible **secretarial experience** which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office). Must be able to multi-task, be a motivated self-starter, and proactive in managing projects. Excellent organizational skills. Must be able to communicate effectively both verbally and in writing. Demonstrate excellent interpersonal skills, and possess experience, familiarity, and comfort with computers and computer programs such as Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Acrobat, Teams, and Google Chrome.

Court Preferred Skills:

- Familiarity with the federal courts' Case Management/Electronic Case Files (CM/ECF) or Pacer electronic docketing system is highly preferred.
- Fluent with legal terminology and court processes is desired.
- A bachelor's degree, associate degree, paralegal certification is preferred but not required.
- Outstanding writing skills.

Educational Substitutions:

- a) High school graduation equivalency may be met by either a Graduate Education Development (GED) or other recognized equivalency certificate, or a like number of years of clerical experience (for example, one year of clerical experience equal one year of high school)
- b) Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of general work experience on the basis that 30 semester hours equals nine months of experience.
- c) A bachelor's degree from a college or university of recognized standing may be substituted for two years of general work experience. Preferably, such a degree should have courses in law, government, public, or business administration.
- d) Education in a legal or paralegal curriculum may be substituted for a maximum of two years specialized work experience on the basis that one full academic year (30 semester hours) equals one year of experience. Less than one full year of study will be credited on a pro-rated basis.

Salary

<u>JSP Grade Level</u>	<u>General Experience</u>	<u>Specialized Experience</u>
JSP Grade 11 - \$68,864	2	6



How to Apply

Submit the complete application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate Announcement Number: **2021-JDS-05** on the subject line. Send the email to:

grahamjudicialasstapplicants@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter detailing specialized experience
2. A078 Application for Judicial Employment with exact dates
3. Current resume
4. List of References (minimum of 2)

The A078 Application for Judicial Branch Employment is available on the Court's website.

Personal Characteristics

The successful candidate is mature, responsible, poised, tactful, exercises good judgment, uses initiative, and maintains a professional appearance and demeanor at all times. Candidate is also able to work harmoniously with others and communicates effectively, both orally and in writing.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and 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.

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

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.

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 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.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.