



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: Relief Courtroom Deputy
Announcement No: 2022-CLK-03
Duty Station: Miami, Florida
Salary: \$50,140-\$81,487 (CL 26)
One or more positions may be filled

Position Overview

The relief courtroom deputy assists district and magistrate judges as a substitute courtroom deputy when a judge's regularly assigned courtroom deputy is unavailable. Responsibilities include managing the judge's caseload, attending and recording court proceedings, and processing orders. **This position will require travel to other divisional offices to provide coverage as needed.**

Representative Duties

- Manage judge's cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences.
- Review information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.
- Attend court hearings and trials; assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, assisting with the selection of juries, and managing exhibits.
- Take notes of proceedings and rulings and prepare minute entries; prepare judgments and other orders for the judge's review and signature.
- Perform data processing as needed for the court's automated maintenance of records; upload orders, pleadings, judgments, and minutes as directed by local court policy utilizing the electronic case management system (CM/ECF).
- Inform jury clerk of upcoming trials and needs for jurors, etc., and assist the Judge and parties in jury selection, and maintain records of jury selection and attendance.



Important Dates

Opening: October 22, 2021

Closing: Open Until Filled

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.

Relief Courtroom Deputy – Announcement No. 2022-CLK-03

Page 2 of 3

- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Act as a liaison between the Clerk's Office, the bar, and the Judge to ensure that cases proceed smoothly and efficiently; serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Operates and monitors the digital audio recording (DAR) as required.
- Perform case administration duties and/or assist employees in performing case administration duties.
- Perform all functional duties associated with the Clerk's Office including, but not limited to intake, cashiering, docketing, quality control, appeals, records, financial reports, and jury.
- Accept filings and dockets civil and criminal cases and pleadings; acts as a resource for litigants and the public.

Qualification Requirements

One year of specialized experience is required. 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate firms, title companies, and corporate headquarters or human resources/payroll operations. **Excellent customer service and problem-solving skills, and a high level of technical/computer aptitude are required for this position. Experience and knowledge of CM/ECF system and a good knowledge of the federal and local rules are required. Familiarity with statistical reports processes and knowledge of federal and local rules are highly desired.**

Preferred Experience

Bachelor's degree or advanced degree in legal studies or related fields. Current or previous operations specialist or courtroom deputy clerk experience is highly desired.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, be dependable and always maintain a professional demeanor. The 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. The candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.



How to Apply

Submit the completed application package electronically in pdf format. The required items must be consolidated into one pdf document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate Announcement Number: **2022-CLK-03** on the subject line and email to:

flsd_hrmail@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter
2. Detailed Resume and salary history
3. A078 Application for Judicial Employment
4. A written statement (no more than one typed-written page) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

Relief Courtroom Deputy – Announcement No. 2022-CLK-03

Page 3 of 3

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Courtroom Deputy Supervisor 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.

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