

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Position: Operations Specialist
Ann. No: 2022-CLK-05
Location: Key West, Florida
Salary: \$45,534-\$73,991 (CL 25) Commensurate with qualifications and prior federal experience. Position can be filled for Full-time or Part-time work.

Position Overview:

“Operations Specialist” is a generalist position. The incumbent performs work related to the operational case processing activities of the Clerk’s Office. The applicant must possess strong customer service skills and have experience receiving and reviewing legal documents, managing records, docketing, performing quality control checks, and processing documents from the inception of a case through the appeals process.

NOTE: The Key West Division requires additional duties including intake window coverage, cashiering, financial reconciliation, records, and jury management.

Representative Duties:

The incumbent receives and reviews incoming documents to determine conformity with the Local Rules and the Federal Rules of Procedure. All pleadings relating to the jurisdiction of the Court are also examined for compliance with the rules. When conformity with the rules is verified, the incumbent assigns case numbers to new cases; randomly assigns cases to judges; issues required civil processes; routes documents to proper offices or persons when necessary; verifies attorneys’ authority to practice before the court; and furnishes information to a wide variety of persons, acting as a customer service representative, by answering inquiries regarding case documents, status, and procedure.

The incumbent opens new cases upon receipt of initiating documents. Is responsible for docketing summary entries in the Case Management/Electronic Case Filing system (CM/ECF) of all documents and proceedings. Cases are managed by ensuring all documents are properly scanned, docketed, and appropriately linked by performing quality control checks. Data and related information must be entered and monitored to ensure compliance with the requirements of the Speedy Trial Act. The incumbent closes cases upon receipt of terminating judgments and closing orders and prepares and enters the Clerk's default judgments. Notices, orders, and judgments are transmitted electronically via CM/ECF to the appropriate parties. Case files must be sorted, classified, and recorded timely and accurately. Archived files must be retrieved from the Federal Records Center for copying and inspection when requested by



Important Dates

Opening: 12/10/2021

Closing: Open until filled

First Review: 1/3/2022

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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court personnel, attorneys, and others. An automated Records Management System (RMS) is utilized to track the movement of archived items, both in-house and to and from the Federal Records Center.

The incumbent processes notices of appeal and appeal-related documents. The documents received are reviewed to ensure compliance with the Federal Rules of Appellate Procedure. District Court personnel, chambers staff, attorneys, U.S. Court of Appeals personnel, and others must be contacted when appellate requirements are not met, preventing appeals from progressing. Appellate case opening documents, certificates of readiness, and records on appeal are prepared and forwarded to the appellate court and the appropriate parties. Conventionally filed appeals are filed, scanned, and accurately entered and recorded into CM/ECF. Due dates for records and appeals to be transmitted to the appellate courts are monitored by the incumbent who will analyze a variety of reports to ensure compliance with filing deadlines. The incumbent answers procedural questions to ensure compliance with the Federal Rules and respond to inquiries of a case. Other duties as assigned.

Qualification Requirements:

Requires at least one year of specialized experience. Specialized experience is defined as progressive, responsible clerical or administrative experience requiring the regular application of procedures, demonstrating the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology. 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 or payroll operations. 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 (especially legal electronic case management), scanning, and image creation is highly desired. Familiarity with statistics and the creation of statistical reports is desired.

Desirable Characteristics:

The successful candidate should be mature, highly organized, poised, and demonstrate initiative. The candidate must possess tact, good judgment, and always maintain a professional appearance and demeanor. The candidate must also be able to meet the public professionally and courteously, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. The ability to balance the demands of varying workload responsibilities and deadlines is a requirement.

Organizational Relationship:

This position is assigned to the Clerk's Office and reports to the Northern Division Operations Manager.



How to Apply

The required application materials 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 No.: **2022-CLK-05** on the subject line and email to:

flsd_hrmail@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter indicating your preference for full-time or part-time hours.
2. A078 Application for Judicial Employment
3. Detailed Resume of employment and salary history
4. An additional statement (no more than two typewritten pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualifications Requirement section, including examples of specialized experience, accomplishments, and responsibilities as they relate to the position overview.

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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. However, court employees are entitled to the same benefits as other federal government employees such as:

- Accrue paid vacation days based on length of service and enjoy ten paid national holidays per calendar year.
- Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investment opportunities through the Thrift Savings Plan (401(K) plan equivalent).

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

The selected candidate must adhere to the Southern District of Florida's Policy for COVID-19 Employee Vaccination and Testing.

Only qualified applicants will be considered for this position

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

Applicant must be a U.S. Citizen or a permanent resident who is seeking U.S. citizenship.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.