



## NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

**Position: Arraignment Clerk**  
**Announcement No: 2022-CLK-15**  
**Duty Station: Miami, Florida**  
**Salary: \$46,629-\$75,821 (CL 25) Commensurate with qualifications and prior federal experience**



### Important Dates

Opening: April 12, 2022

Closing: Open Until Filled

First Review: April 26, 2022

### Position Overview

This position is in the Miami Magistrate Section of the Clerk's Office. Assist the public regarding arrests, bonds, hearings, and courtroom locations. Schedule arraignments and initial appearances and prepares the court calendar for afternoon magistrate duty court. The incumbent docket a variety of criminal matters in CM/ECF such as criminal complaints, indictments, information's, warrants, transfers of jurisdiction, Rule 20 transfers, Rule 5 documents, Rule 40 documents, notices, minutes, and orders. Act as the liaison between the United States Attorney's Office, the U.S. Marshals, and the Magistrate Section in preparing the afternoon duty calendar. Prepare and maintain the CVB ticket calendars. As a backup to magistrate courtroom deputies, the incumbent attends civil and criminal court sessions held by magistrate judges. Assist with the orderly flow of court proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, managing exhibits, taking minutes, and operating the digital recording system. Assign case numbers and judges to new criminal cases using the automated assignment system. Issue warrants. Authorize the release of defendants after thoroughly reviewing court minutes and bonds to ensure they are accurate and complete. Prepare and submit electronic release slips to the U.S. Marshals Services by electronic means. Order office supplies for the magistrate section. Distribute mail to the magistrate section. Other duties as assigned.

### Representative Duties

- Assist the public regarding arrests, bonds, hearings, and courtroom locations.
- Schedule arraignments and initial appearances and prepares the court calendar for afternoon magistrate duty court.

### 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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- Dockets a variety of criminal matters in CM/ECF such as criminal complaints, indictments, warrants, transfers of jurisdiction, Rule 20 transfers, Rule 5 documents, Rule 40 documents, notices, minutes, and orders.
- Act as the liaison between the U.S. Attorney's office, the U.S. Marshals, and the Magistrate Section in preparing the afternoon duty calendar. Prepare and maintain the CVB ticket calendars.
- Backup to magistrate courtroom deputies attend civil and criminal court sessions held by magistrate judges. Assists with the orderly flow of court proceedings including, but not limited to, setting up the courtroom, ensuring the presence of all necessary participants, managing exhibits, taking minutes, and operating the digital recording system.
- Assign case numbers and judges to new criminal cases using the automated assignment system.
- Issue warrants. Authorize the release of defendants after thoroughly reviewing court minutes and bonds to ensure they are accurate and complete.
- Prepare and submit electronic release slips to the U.S. Marshals Services by electronic means. Order office supplies for the magistrate section. Distribute mail to the magistrate section.
- May perform other duties as assigned

### Qualification 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. 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. Familiarity with statistical reports, processes, and knowledge of federal-local rules is highly desired. CM/ECF Civil/Criminal docketing experience, scanning and image creation, experience with Microsoft Word, Excel, or paralegal/case administration experience is highly desired. An ability to create and edit PDF documents in a paperless environment highly desirable. Excellent computer skills are a must.



### How to Apply

Submit the completed 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:

**2022-CLK-15** on the subject line and email to

**[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)**

A complete Application includes:

1. Cover letter outlining the extent to which you possess the knowledge, skills and abilities listed in the Qualification Requirements section.
2. Detailed resume and salary history
3. A078 Application for Judicial Employment (The application can be found on our web site [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov) under the employment tab, how to apply)

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**Preferred Experience:** Preference will be given to applicants with:

1. Bachelor’s degree from an accredited college or university.

### **Desirable Characteristics**

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

### **Organizational Relationship**

This position is assigned to the Clerk’s Office and reports to the Magistrate Judge Courtroom Deputy Supervisor.

### **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 & Fair Chance to Compete Act**

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 position is covered under the FCA. **Only those candidates who receive a conditional job offer** will be asked to provide verbal or written statements about criminal history.

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

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

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District Court Website: [www.flsd.uscourts.gov](http://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**