

## 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



### Important Dates

Opening: 4/27/2022

Closing: Open until filled

**Position:** Operations Specialist  
**Ann. No:** 2022-CLK-16  
**Location:** Miami, Florida  
**Salary:** \$46,629-\$75,821 (CL 25) Commensurate with qualifications and prior federal experience.  
Multiple positions may be filled from this vacancy.

#### 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 legal documents, managing records, docketing, performing quality control checks, and processing documents from the inception of a case through the appeals process.

#### Representative Duties:

The incumbent receives and reviews incoming documents to determine conformity with the Local Rules and the Federal Rules of Civil and Criminal 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 customer service representative, by answering inquiries regarding case documents, status, and procedure.

The incumbent opens cases upon receipt of initiating documents such as a complaint, indictment, information, or petition. Summary entries in the Case Management/Electronic Case Filing system (CM/ECF) of all documents and proceedings, including pleadings, petitions, motions, complaints, hearing minutes, and orders must be made. Cases are managed by ensuring that all documents are properly scanned, docketed, and appropriately linked by performing quality control checks. Speedy Trial Act 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 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

### 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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inspection when requested by 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 they meet the requirements of 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 moving forward. Appellate case opening documents, certificates of readiness, and the records on appeal are prepared and forwarded to the appellate courts and the appropriate parties. Upon receipt of terminating documents, the appeal is concluded. 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:

Candidates for the Operations Specialist position must have a minimum of one year of specialized experience. Specialized experience is hands-on experience in work more directly related to the duties and responsibilities of the position. Specialized experience is defined as progressive, 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 and title offices, and corporate headquarters or human resources/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.

### Preferred Experience:

Completion of the requirements for a bachelor's degree from an accredited college or university.

### 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



### 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-16** 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
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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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 Operations Supervisor in Miami.

### **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.

### **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.

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

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.

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

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

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.**