



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: Operations Clerk
Announcement No: 2022-CLK-19
Duty Station: Miami, Florida
Salary: \$42,212-\$68,656 (CL 24) Commensurate with qualifications and prior federal experience

Position Overview

The incumbent performs a variety of duties, including receiving and filing documents, and maintaining files for the court and managing the jury system for the divisional office. The Operations Clerk interacts with the public and court personnel daily.

Qualification Requirements

Requires a minimum of one year of specialized experience. Specialized experience is 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 and title offices, and corporate headquarters or human resources/payroll operations. Requires excellent computer skills. Must be able to lift boxes of up to 40 lbs. Experience handling and accounting for cash, checks, and other financial transactions is highly desirable.

Representative Duties

- Performs various operational duties focusing on: Intake/Cashier, Jury, and Records. Maintain and processes case information in accordance with approved internal controls, procedures, rules, and court practices.
- Provides support to appeals, civil case opening and docketing/quality control. Receives and reviews incoming court documents submitted electronically into the Case



Important Dates

Opening: 5/25/2022

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.

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Management/Electronic Case Filing System (CM/ECF), as well as documents submitted conventionally for conformity with federal and local rules.

- Performs customer service and cashier duties: collecting statutory court fees, accepting deposits of cash for appearance bonds, and cash cost bonds in admiralty matters. Issues civil processes such as summons, subpoenas, writs of garnishment, writs of execution and writs of attachment in accordance with internal control policies and procedures.
- Acts as a local information source for litigants and the public.
- Monitor for release of exhibits and sealed documents.
- Verify attorney's authority to practice.
- Informs customers of required fees.
- Receives payments and issue receipts.
- Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments for filed documents.
- Operates a variety of copying and records equipment.
- Answers and routes incoming calls.
- Prepare case files for tracking records.
- Assist the public in use of computerized databases. Ensures data quality. Sorts, classify and file case records.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieves files and make copies of records for court personnel, attorneys, and others. Certify court documents. Creates and process new case filings.
- May assign case numbers to judges and/or documents.
- Opens cases in case management system. Dockets initial opening events. Prepares, ship and retrieve records from the appropriate Federal Records Center.
- Scan, copy, file, pickup, sort, and process mail. Process e-mail received from electronic filers.
- Maintains the mail meter mail. Process e-mail received from electronic filers. Maintains the mail meter and meter log.
- Receives and stamps incoming documents.
- Maintains court files.

Qualification Requirements

Requires a minimum of one year of specialized experience. Specialized experience is 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 and title offices, and corporate headquarters or human resources/payroll operations. Requires excellent computer skills. Must be able to lift boxes of up to 40 lbs.

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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 Record Management 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.



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-19 on the subject line and email to:

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 under the employment tab, how to apply)

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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