

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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**Position:** Courtroom Deputy assigned to U.S. District Judge Roy K. Altman

**Announcement No:** 2023-CLK-13

**Number of Vacancies:** One Full-Time Position

**Duty Station:** Miami, Florida

**Salary:** \$58,891-\$95,760 (CL 27)

**Commensurate with qualifications and prior federal experience**

### Position Overview

The incumbent manages the Judge's cases by calendaring and regulating their movement, monitoring, and filing of pertinent documents and timely responses to judicial orders, setting or resetting dates and times for hearings, trials, and conferences, and notifying the appropriate parties. Keep the Judge and immediate staff informed of case progress. Monitor the resolution of pending motions, including compliance with the Speedy Trial Act. Examine all documents to determine if they conform to the federal and local rules of practice. Review information relating to pending cases to ensure that all records and reference materials are available for use by the Judge and counsel. Attend court sessions and conferences as directed. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants (including court reporter and interpreters), administering oaths, assisting with the selection of juries, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. The incumbent prepares judgments and other orders for the Judge's review and signature. Docket orders, judgments, minutes, and notices into the Court's Case Management/Electronic Case Files System (CM/ECF). Performs data processing as needed for Court's automated system. Monitors the accuracy of statistical and pending reports as needed. Accepts, files, and docket civil and criminal filings presented in court. Serve as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Reviews CJA vouchers for policy adherence. Operates and monitors the digital audio recording (DAR) as required. This position may require travel to other offices within the district.

### Qualification Requirements

Two years of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university in a related legal field such as paralegal studies, pre-law, or criminal justice. Progressively responsible experience requiring the regular and recurring application of clerical or administrative procedures that demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is encountered in law firms, legal



### Important Dates

Opening: 1/20/2023

Closing: Open until filled

First Review Date: 2/3/2023

### 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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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.

### Preferred Qualifications

The incumbent must have excellent organizational and time management skills. Must demonstrate the ability to learn federal local rules and case processes.

Previous courtroom clerk or paralegal/case administration experience and experience with a variety of computer software applications (especially legal electronic case management), scanning, and image creation is highly desired. Familiarity with Microsoft Word, statistics, and the creation of statistical reports is desired.

### Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Candidates 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.

### Duty Station/ Organizational Relationship

The duty station for this position is Miami, Florida. This position is assigned to the Clerk's Office and reports to the Operations Manager.

### 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 a defined contribution program, and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement



### How to Apply

Qualified applicants should submit the required documents listed below **as a single PDF document**.

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

Subject Line: 2023-CLK-13

Attachments: Cover letter, resume, Federal Employment Application (AO 78).

\*AO78 Application can be found on our web site [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov) under the employment tab - how to apply

Please note: A Courtroom Deputy/Magistrate Courtroom Deputy Clerk who is currently assigned to an active Judge within the Southern District must submit a written endorsement from the Judge.

Selection Process:  
Only qualified applicants will be considered. Incomplete application documents may not be considered.

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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.

For more information on working for the federal court, please visit [www.uscourts.gov/Careers.asp](http://www.uscourts.gov/Careers.asp)

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**