

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: Training Coordinator
Announcement No: 2024-CLK-02
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 Training Coordinator will be involved in administering and tracking multiple training initiatives. The Training Coordinator is responsible for administering a training and development program supporting the occupational needs of employees located in seven U.S. Courthouses within the district. The candidate will have periodic travel within and outside the Southern District of Florida.

Representative Duties:

- Formulate, implement, and administer training programs for internal customers (employees) and external customers which may include general office operations, administration, and soft skills training.
- Serve as member of the Clerk's Office Training & Development Committee. Review, research, develop, and recommend Training Committee initiatives for Court Unit Executive consideration.
- Develop internal training programs which may include researching assignments, planning, designing, and evaluating learning programs.
- Coordinate, deliver, and evaluate training programs, including those developed in-house as well as options offered by outside vendors.
- Draft manuals, handbooks, job aides, web content, and other training materials. Update, or customize existing training programs.
- Arrange professional training credit opportunities for staff.
- Advise judges, executives, senior managers, and staff on training matters.
- Respond to training inquiries and requests identified by managers.
- In conjunction with managers, assess training needs for both internal and external customers, including conducting surveys and interviewing customers, analyzing, and prioritizing operational needs, difficulties, and knowledge gaps.



Important Dates

Opening: November 2, 2023

Closing: Open until Filled

First Review date: November 20, 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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Qualification Requirements

To qualify for the CL 27, the candidate must have two years of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university.

The years of specialized experience must include curriculum development and presentation skills. The candidate must have proven knowledge and experience with adult learning theories and career development theories. Knowledge of online learning methods needs assessment techniques and training resources. Proven knowledge of policies, procedures, practices, and standards, and development of training design and layouts. Candidate must have the skill of working with managers on training requests, and skill in developing presentation materials and training aids. The candidate must be able to work independently with minimal direction and can anticipate and respond to changing priorities, multi-tasking, and prioritizing.

The candidate must possess excellent computer skills. Experience in PowerPoint, Microsoft Office products, computer-based projection equipment, and website application maintenance, is preferred.

Salary

The salary offered is based on work experience and the overall qualification of the candidate. Discretion can be considered if experience includes federal service.

Preferred Qualifications

- Bachelor's Degree from an accredited four-year college or university in a Major study – education or a related field and proven experience in adult education program are highly desired.
- Excellent presentation, interpersonal, organizational, as well as strong written and oral communication skills.
- Ability to work in a team-oriented environment.
- Prior process improvement and/or project management experience.
- Previous training experience as described above and in the Federal Judiciary or another federal agency is highly desired.

Desirable Characteristics

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

Duty Station/ Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Chief Deputy of Administration.

Background Investigation & Fair Chance to Compete Act

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability



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 the announcement number in the subject line:

Email address:

flsd_hrmail@flsd.uscourts.gov

Announcement: 2024-CLK-02

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

AO78 can be found on our website under the employment tab, how to apply: www.flsd.uscourts.gov

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determination. Investigative updates are required every five years. This position is not 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. 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, and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investment opportunities through the Thrift Savings Plan (401(K) plan equivalent).

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.

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 United States Citizens or eligible to work in the United States.

For more information on working for the federal court, please visit www.uscourts.gov/Careers.asp

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.