



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: Public Information Officer

Announcement No: 2024-CLK-07

Duty Station: Miami, Florida

Salary: (CL 26) Commensurate with experience and prior federal service

\$53,616 - \$66,465* New Federal Employees

\$53,616 - \$87,134* Current Federal Employees

*** Federal Salaries expected to increase across the board on January 1, 2024.**

Position Overview

The Public Information Officer is a Clerk's Office employee and reports to the Clerk of Court. The Public Information Officer serves as the liaison between the Court and the public, and is responsible for media programs, community outreach, education programs, informational publications, naturalization ceremonies, and other public events and programs for the Southern District of Florida.

Representative Duties:

Public Relations

- Develop, manage, and monitor a variety of social media technologies, and update public website and media pages as needed.
- Serve as the liaison between the Court, the public, and bar associations with respect to case related inquiries, Court events and notices, outreach programming, and other points of interest.



Important Dates

Opening: 12/14/2023

Closing: Open Until Filled

First Review: 1/2/2024

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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- Assist in planning, researching, preparing, and disseminating public information and updates, news releases, and educational materials.
- Create, implement, and maintain the Court's Media Plan.
- Maintain the Court's media credentialing process and issue credentials as appropriate.
- Advise judicial officers and Court leadership regarding media related issues.
- Strategically use public relations tools including media releases, social media, and news advisories to benefit the Court. Prepare media releases regarding Court events, news, or the status of cases.
- Collaborate with individuals in the development and implementation of plans for effectively sharing information with the legal community and the public.
- Provide administrative and operational support as needed for regular Court functions, special projects, and studies as requested by the Clerk of Court or the Chief Judge.

Community Outreach & Education

- Develop, support, oversee and participate in public education and community outreach programs.
- Arrange Court visits for students and special groups. Provides leadership for Court activities such as Law Day, Constitution Day, and Civil Discourse programs.
- Schedule, plan, and execute naturalization ceremonies for the District in coordination with the U.S. Citizenship and Immigration Services Office, the Southern District of Florida judicial officers and staff, and various venues throughout the District.
- Direct the work of the Clerk's Office staff in relation to the day-of execution of naturalization ceremonies, including administrative, operations, and information services staff.
- Coordinate public outreach events, conferences, judicial ceremonies, and ceremonial events including site planning, logistics, printing, and ordering refreshments when directed. Serve as staff liaison for various judicial committees, when directed.
- Assist the Clerk of Court in providing strategies for dealing with difficult public issues and for garnering positive press attention.
- Develop and maintain a historical record of significant Court events.
- Develop, implement, and maintain a proactive media relations program to increase public awareness and understanding of the federal judiciary.
- Provide on-site public relations support (assisting in the coordination of event coverage) and work with media representatives to promote timely and accurate information coverage.
- Work with the Court's management staff in developing strategies for the dissemination of information to the public and within the judiciary.

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 and title offices, and corporate headquarters or

human resources/payroll operations.

Preferred Experience

Preference will be given to applicants with:

1. Bachelor's Degree or advanced degree in Public Relations, Communication education, government, legal studies, public administration, or law is desirable.
2. Knowledge of public relations, media communications, and/or government public affairs. Ability to remain composed and deliver a succinct message under stress.
3. Previous experience with logistical planning and a record of community engagement.
4. Ability to manage time effectively and meet tight deadlines.
5. Ability to independently organize and prioritize work and meet deadlines with minimal supervision.
6. Ability to effectively communicate, both orally and in writing, to individuals and groups at all levels to explain complex administrative matters and concepts. Skill in facilitating discussions regarding media relations and administrative operational issues. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Skill in mediating and negotiating complex and sensitive matters. Skill in spelling, grammar, and proofreading.

Desirable Characteristics

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. The candidate must also be able to meet the public professionally and courteously, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. The candidate must be able to balance the demands of varying workload responsibilities and deadlines. Enjoyment of a fast-paced atmosphere dealing with voluminous and diverse legal issues is essential.

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Clerk of Court

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



How to Apply

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

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2024-CLK-07

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

*AO78 Application can be found on our
web site www.flsd.uscourts.gov under
the employment tab-how to apply

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(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.

Background Investigation & The Fair Chance to Compete Act (FCA)

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 does not apply to current Southern District of Florida employees. This position is covered under the FCA. Therefore, **only those candidates who receive a conditional job offer** will be asked to provide verbal or written statements about criminal history.

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 08S47, Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

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