



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: Magistrate Courtroom Deputy

Announcement No: 2024-CLK-16

Duty Station: Miami, Florida

Salary: CL 26

\$56,268-\$70,332 New federal employees

\$56,268-\$91,429 (CL 26) Current federal employees

Commensurate with experience and prior federal service. Multiple positions may be filled from this vacancy



Important Dates

Opening: 4/12/2024

Closing: Open Until Filled

First Review date: 4/26/2024

Position Overview

The incumbent manages cases assigned to the Magistrate Judge and maintains control of the Judge's cases. All filed documents are examined to determine if conformity to the Federal Rules of Criminal and Civil Procedure, and the Local Rules for the Southern District of Florida. The incumbent serves as the primary source of information on all court proceedings for the bar, other agencies, and the public. **Possible travel required.**

Representative Duties

- Uploading filings, notices, minutes, and orders into the electronic case management system (CM/ECF); preparing calendars and regulating the movement of cases by setting/resetting hearings, and notifying counsel, parties, and other agencies concerned.
- Acting as liaison between the Magistrate Judge, counsel, the Clerk's Office, federal agencies, and the public to ensure cases proceed smoothly and efficiently; preparing special reports for the Magistrate Judge and the Clerk's Office regarding the status of cases assigned.
- Preparing the courtroom, calling the court calendar, noting appearances of counsel, and maintaining minutes of all proceedings; memorializing proceedings via digital audio recording device or other equivalent systems; assisting with the orderly flow of proceedings, including setting up and troubleshooting audio systems, and swearing in witnesses and interpreters; filing, marking, storing, and returning exhibits.
- Preparing draft minute orders; performing data processing as needed for the Court's automated maintenance of records; performing case administration duties and/or providing training or assistance to other employees.

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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- Informing the Jury Section of upcoming trials, the need for jurors, etc.; assisting the Magistrate Judge in jury selection and maintaining records of juror selection and attendance; assisting with statistical reporting requirements of the Administrative Office.
- Other duties as assigned.

Qualification Requirements

One year of specialized experience is required. 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, title companies, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications

Bachelor's degree or advanced degree in legal studies or related fields. Current or 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, are highly desired. Familiarity with Microsoft Word, statistics and creation of statistical reports, and knowledge of federal and local rules is highly desired.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, be dependable and always maintain a professional demeanor. The candidate 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 has **excellent customer service and problem-solving skills, a high level of technical/computer aptitude, and works effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.**

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Magistrate Courtroom Deputy Supervisor in Miami.

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



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-16

Required Documents:
Cover letter, Resume, Federal Employment Application (AO-78), Current federal employees must also provide the most recent SF-50, "Notification of Personnel Action".

AO-78 Application can be found on our web site www.flsd.uscourts.gov under the employment tab-how to apply.

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

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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, 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 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 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