



## NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

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

**Position: Operations Specialist**

**Announcement No: 2024-CLK-17**

**Duty Station: Miami, Florida**

**Salary: CL 25**

**\$51,087-\$63,867 New federal employees**

**\$51,087-\$83,038 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

**This Notice of Vacancy replaces Announcement Number 2023-CLK-22. Candidates who have already applied for 2023-CLK-22 will be considered for this posting and do not need to re-apply.**

#### Position Overview

This is a generalist position. Incumbent performs work related to operational case processing activities including receiving legal documents, managing records, docketing, performing quality control checks, and processing documents from the inception of a case through the appeals process.

#### Representative Duties

- Receives and reviews incoming documents to determine conformity with the Local Rules and the Federal Rules of Civil and Criminal Procedure. Examines all pleadings relating to the jurisdiction of the Court for compliance with the rules.
- Assigns case numbers to new cases; randomly assigns cases to judges; issues required civil processes; routes documents to proper offices or persons when necessary; verifies attorneys' authority to practice before the court; and furnishes information to a wide variety of persons, acting as customer service representative, by answering inquiries regarding case documents, status, and procedure.
- Opens cases upon receipt of initiating documents such as a complaint, indictment, information, or petition. Enters summary entries in the Case Management/Electronic Case Filing system (CM/ECF) of

### 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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all documents and proceedings, including pleadings, petitions, motions, complaints, hearing minutes, and orders.

- Manages cases by ensuring that all documents are properly scanned, docketed, and appropriately linked by performing quality control checks. Enters Speedy Trial Act data and related information.
- Closes cases upon receipt of terminating judgments and closing orders; prepares and enters Clerk's default judgments. Transmits notices, orders, and judgments electronically via CM/ECF to the appropriate parties.
- Sorts, classifies, and records case files timely and accurately. Retrieves archived files from the Federal Records Center for copying and inspection when requested by court personnel, attorneys, and others. Uses an automated Records Management System (RMS) to track movement of archived items, both in-house and to and from the Federal Records Center.
- Processes notices of appeal and appeal-related documents. Reviews documents received to ensure requirements of the Federal Rules of Appellate Procedure are met. Contacts District Court personnel, chambers staff, attorneys, U.S. Court of Appeals personnel, and others when requirements are not met. Prepares and forwards Appellate case opening documents, certificates of readiness, and records. When applicable, uses CM/ECF for some appeals. Monitors due dates and analyzes a variety of reports to ensure compliance with filing deadlines. Answers procedural questions to ensure compliance with the Federal Rules and respond to inquiries of a case. 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. Experience applying federal and local rules. Experience with a variety of computer software applications (especially legal electronic case management), scanning, and image creation is highly desired. Familiarity with statistics and the creation of statistical reports is desired.



### 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: 2024-CLK-17

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](http://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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### 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 skills and strong computer and writing skills.**

### Organizational Relationship

This position is assigned to the Clerk's Office and reports to an Operations 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 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](http://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**