

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: Administrative Assistant (Executive Office)

Announcement No: 2026-CLK-05

Duty Station: Miami, Florida

Salary: \$57,339-\$71,672 New federal employees

\$57,339-\$93,170 Current or former federal employees (CL 26), commensurate with experience and prior federal service

Important Dates

Opening: 12/4/2025

Closing: Open Until Filled

First review date: 12/19/2025

Position Overview

The Administrative Assistant performs administrative support services for the Clerk of Court, Chief Deputies, and other Executive Office level positions. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions. The incumbent performs administrative and clerical duties that support the daily operation of the Clerk of Court's Executive Office.

Representative Duties

- Maintain calendar and schedules for the unit executive and chief deputies.
- Schedule and confirm executive meetings based on executives' schedules and topic priorities.
- Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable.
- Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Communicates with judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the Clerk of Court and Chief Deputy, as appropriate.
- Arrange travel for Clerk of Court and Chief Deputies.
- Receive, screen, and refer telephone calls and personal visitors.

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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Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, and members of the bar, as authorized, maintaining the confidentiality of sensitive matters.

- Research inquiries and develop responses for the clerk and chief deputy and/or respond directly, as delegated.
- Receive, screen, and route all incoming mail to appropriate persons or offices.
- Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals.
- Maintain correspondence control records and electronic files and follow-up on correspondence delegated for completion by senior staff.
- Maintains and updates numerous official court and employee directories relied upon by both the public and court staff
- Maintains historical information for easy access on behalf of the entire court, including photographs of judges.
- Perform duties associated with attorney admissions and naturalization ceremonies.
- Perform other job-related duties as assigned.

Qualification Requirements

One year of specialized experience. Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Court Preferred Qualifications & Skills

- Ability to follow detailed instructions, multitask and organize work.
- Skill in preparing presentation or meeting materials, maintain organized files, plan, organize and handle logistics for meeting conferences and events.
- Ability to continuously demonstrate sound ethics and judgement
- Skill in using automated equipment including word processing, spreadsheet and database applications.
- Ability to communicate effectively (both orally and in writing) with individuals and groups to provide information and reports in an understandable format.
- Ability to interact effectively with others, providing customer service and resolving difficulties
- Bachelor's Degree in related field.



How to Apply

Attachments must be in Adobe (.pdf) or Word (.doc or .docx) format. The required attachments must be consolidated into one document. Do not copy/paste your documents into the email.

Required Attachments: Cover letter, resume, Federal Employment Application (AO 78). Form AO-78 can be found on our web site under the employment tab, how to apply.

Web site: www.flsd.uscourts.gov

Submit the completed application package via email. **Email address:** flsd_hrmail@flsd.uscourts.gov

Please make sure to annotate the announcement number on the subject line.

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Duty Station/Organizational Relationship

This position is in Miami and reports to the Clerk of Court. Occasional travel between divisional offices or off-site locations is required to meet assigned tasks.

Benefits

This position is an excepted appointment, and judicial employees are considered at-will. 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 that includes medical and dependent care reimbursement.

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

Background Investigation & 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 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.

Employment eligibility

Applicants must be a U.S. Citizen or eligible to work for the judiciary as outlined here:

[Citizenship Requirements for Employment in the Judiciary](#)

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 www.uscourts.gov/Careers.

The Federal Court practices zero tolerance for illegal drug use.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.