

United States District Court, Southern District of Florida
Notice of Vacancy

Position: Administrative Support I – Temporary 1 year, 1 day appointment
This is a part-time position, 20 hours per week.

Announcement No: 2015-CLK-06

Location: Miami, Florida

Salary Range: \$12.86 per hour (CL 22)

Opening Date: December 10, 2014

Closing Date: Open Until Filled - Applications received by December 29, 2014 in first review

The start time and end time of the work schedule are negotiable. Increasing the work hours to full-time may be possible based on work needs and availability of funds.

Position Overview:

This administrative support position provides office assistance in accordance with approved internal procedures and policies. This position includes those “mixed duties” or hybrid jobs that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. This administrative support position encompasses areas such as secretarial support to court staff, managers, and/or executives. A variety of administrative services may be provided to sections in both court operations and administration with primary support going to jury, records, and procurement. Administrative support positions at this level of function perform lower level administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.

Representative Duties:

The Administrative Support I is responsible for providing office support and assistance for the administrative functions in jury, records and/or procurement. This may include any or all of the following duties and responsibilities:

- Assist with receipt of mail, including sorting and distributing items to appropriate individuals in the office. Assist with processing high volumes of mail that requires special handling, including alphabetizing and categorizing jury questionnaires based on guidance from co-workers. Assist with contacting recipients for pick up or delivery of mail items
- Collects outgoing mail from designated collection points. Assists with use of mail meter machine to weigh and affix the appropriate amount of postage to mail items.
- Serves as a back-up for receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation.
- Perform data entry functions as assigned.
- Aids with preparing/shipping records to Federal Records Center. Assists with storage of jury records.
- Ability to lift boxes and materials weighing up to 40 pounds (lbs.).
- Aids with delivery of procurement supply items and/or with set-up of tables and chairs for events.
- Performs other duties as assigned.

Qualification Requirements:

High school graduation or equivalent. Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position.

Preferred Experience:

Progressively responsible clerical or administrative experience that is in, or is closely related to, the work of this position and which demonstrates the ability to successfully perform the duties of the position. Experience collecting, sorting, distributing and metering mail. Experience that involves routine use of automated software, keyboarding for word processing and data entry.

Organizational Relationship:

This is a Clerk’s Office position that reports to the Jury Administrator in Miami, Florida.

Background Investigation:

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.

Employee Benefits

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

How to Apply

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2015-CLK-06 in the subject line to: flsd_hrmail@FLSD.uscourts.gov

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume that includes your personal email address and salary history

Please do not cut and paste your resume into your email. If you do not follow all application requirements, your application will not be considered.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. 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.

United States District Court
Human Resources - Room 8S47
400 North Miami Avenue
Miami FL 33128

General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.

Applicants must be a United States Citizen or eligible to work in the United States.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER