The United States District Court
Southern District of Florida
NOTICE OF VACANCY

Position:	**Operations Specialist - Temporary 1 year 1 day appointment**
	More than 1 position may be filled
Announcement No:	**2016-CLK-07**
Location:	**Various Locations (Miami, Fort Lauderdale, West Palm Beach, FL)**
Salary Range:	**$41,466 - $67,395 (CL25) commensurate with experience**
Opening Date:	**March 10, 2016**
Closing Date:	**Applications received by March 24, 2016 in first review**
	Open Until Filled

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- **Temporary position may conclude earlier with advance notice or become permanent without further advertising.**

Position Overview: An Operations Specialist is a generalist position performing work related to the operational case processing activities of the Clerk's Office, including customer service, receiving documents, records management, docketing, quality control checks, and processing case documents from inception and through appeals processes.

Representative Duties (not all encompassing):
Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Examines all pleadings relating to the jurisdiction of the Court for compliance with the federal and local rules of practice. Issues all civil processes. Assigns case numbers to new cases; randomly assigns cases to judges; prepares case files; routes documents to proper offices or persons after acceptance; verifies attorneys' authority to practice before the court; acts as customer service representative and furnishes information to a wide variety of persons.

Opens civil cases upon receipt of initiating documents; such as complaints, indictments, information, or petitions. Prepares summary entries of all documents and proceedings on the docket, including filings submitted electronically into the Case Management/Electronic Case Filing system (CM/ECF). This includes, but is not limited to: pleadings, petitions, motions, complaints, minutes, and orders. Assists in case management by ensuring that all documents are properly scanned, docketed, and appropriately linked by performing quality control checks. Enters and monitors entry of all Speedy Trial Act data and related information into the database to ensure that all entries are in compliance with the requirements of the Speedy Trial Act. Transmits notices, orders, and judgments via electronic noticing system to appropriate parties. Answers inquiries on case documents. Answers procedural questions to ensure compliance with the Local Rules and Federal Rules of Civil and Criminal Procedure. Prepares clerk's judgments. Closes cases upon receipt of terminating judgments and closing orders.

Sorts, classifies, and files case records timely and accurately. Retrieves files and makes copies of records for our court personnel, attorneys, and others. Reshelf files and utilizes automated Records Management System (RMS) to track their movement; operating scanning, postage or faxback equipment. Prepares, ships, retrieves, and records to/from the appropriate Federal Records Center.

Process notices of appeal, and appeal related documents. Determines if the documents received meet the requirements of the Federal Rules of Appellate Procedure. Contacts District Court personnel, chambers staff, attorney, U.S. Court of Appeals personnel and others when appellate requirements are not met, and to keep all apprised of pending matters that would prevent the appeals from moving forward. Prepares appeal case opening documents, certificates of readiness and Records on Appeal for forwarding to the appellate courts and the appropriate parties. Closes appeals upon receipt of terminating documents. Files, scans and accurately

enters information into CM/ECF for appeal-related conventional filings. Establishes and monitors due dates for Records and Appeal to be transmitted to the appellate courts. Answer procedural questions to ensure compliance with the Federal Rules of Appellate Procedure and answers inquiries as to the status of cases. Analyze a variety of reports to ensure compliance with filing deadlines.

Utilizes a personal computer scanning equipment and various computer programs to enter and obtain case information, quality check data entries, track the movement of case files, and generate bar labels. Operates a variety of office equipment.

Qualification Requirements
Candidates for the Operations Specialist position must have a minimum of one year of specialized experience. Specialized experience is defined as: Progressive 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 and title offices, and corporate headquarters or human resources/payroll operations. Appointment at the CL 25 requires at least one year of specialized experience equivalent to work at the CL 24 level. Requires excellent computer skills, writing skills and the ability to learn federal 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 creation of statistical reports is desired.

Educational Substitutions
Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals **one year** of general experience.

An undergraduate degree with an emphasis on Legal Studies or closely related field is preferred. Current or previous federal judiciary or other federal agency experience is highly desired.

Desirable Characteristics
The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times. Candidate must also have the ability to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship
This position is assigned to the Clerk's Office and reports to the Operations Supervisor or Divisional Operations Manager in their assigned duty station.

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.

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

How to Apply:
Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting **Announcement Number 2016-CLK-07 and location preference** in the subject line to: **flsd_hrmail@flsd.uscourts.gov**.

If all items listed below are not received, your application will not be considered. Do not copy and paste your resume to the email.

1. Detailed resume (referencing announcement number), including salary history and personal email address.
2. Application for Judicial Branch Federal employment (AO 78).
3. An additional statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

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 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position
The Federal Courthouse has been designated a non-smoking area.
Applicant must be a U.S. Citizen or a permanent resident who is seeking U.S.citizenship.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

It is our honor and duty to provide the support necessary to enable the court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice