THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

The United States District Court, Southern District of Florida

NOTICE OF VACANCY

Position:	**Supervisory Probation Clerk (Office Manager)**
Announcement No:	**2016-PRB-09**
Opening Date:	**April 12, 2016**
Closing Date:	**April 26, 2016**
Location:	**Miami**
Salary Range:	**CL 26 ($45,667-$74,211)**
	Salary dependent upon experience and qualifications

Positon Overview:

This position will support the following Probation Offices: Miami Lakes, Kendall and Key West. This position will manage office procedures for Court Services, Pretrial, and Supervision Services and may be required to complete clerical duties, to include supporting officers as needed. Traveling is required.

Duties and Responsibilities:

The incumbent of this position is responsible for the following:

- Supervises support staff at assigned office(s) and prepares their evaluations. Coaches, counsels, and provides guidance to support staff as needed. Responsible for their orientation, training, development, and disciplinary action, if necessary. Assists in personnel actions and inquiries regarding reassignment, separations, retirements, promotions, changes in position descriptions, CL recommendations, and payroll changes.

- Participates in interviewing/hiring process of support staff and temps when needed. Provides orientation for all new staff at assigned office(s). Makes preparations for their entrance on duty, i.e., office space, equipment, furniture, manuals, etc.

- Responsible for work assignments of support staff and monitoring work for accuracy and completion. Insures quality standards are met. Makes recommendations for workload efficiency through automation and other available technology. Works closely with the Data Quality Analyst to manage workload and data. Performs audits of support staff work as needed.

- Manages support staff leave and work schedules to insure adequate office coverage at all times. Performs subordinate's duties in their absence or delegates workload. Partners with the Supervising/Court Services Officers for general office operations management and support staff services. Completes assignments in conjunction with the Core Aims of the district and web assignments to maintain clerical instructions.

- Assists Operations team with dissemination of memoranda for staff, budget requests and spending plans regarding supplies, equipment, phones, furniture, etc. Orders supplies for office and maintain adequate stock in the office and secured as necessary.

- Direct contact with Automation Team for technological needs of the office. Insures that office programs are utilized and kept up, such as CM/ECF, E-Designate. Acts as a problem solver for equipment and other operational issues.

- Directly reports to the Administrative Manager (AM) regarding facility management and alterations or repairs. With the AM, coordinates office moves and furniture accessing. Acts as a contact to building management and other vendors for repairs and maintenance. Serves as a contact person for GSA and building lessors; maintains office leases and makes requests for upkeep of the building facility. Insures office is maintained in a neat and orderly fashion. Reports hazardous incidents or any security concerns of the office. Reports alarm issues.

- Assists Supervising Probation/Court Services Officers as needed. Partners with the Supervising/Court Services Officers for general office operations management and support staff services. Attends SUSPO meetings.

- Disseminates information to staff from SMT. Responsible for movement of mail daily. Attends Office Manager and Supervision/Court Services meetings and rotates as facilitator and/or scribe. Participates in agenda topics and follow up assignments. Using the minutes, meets with support staff to review results of the Office Manager meeting. Conducts regular meetings with support staff and provides minutes to AM.

- Responsible for records management of the office and transmittal of records. May be responsible for a file library, depending on location. Maintains office inventory database and updates routinely

- Completes assignments in conjunction with the Core Aims of the district and web assignments to maintain clerical instructions.

- Performs other administrative tasks and assists with special projects as needed.

Qualification Requirements:
A minimum of three years progressively responsible experience in administrative, supervisory, professional, or legal work which provided an opportunity to acquire and utilize a knowledge of managerial principles, policies and practices. Excellent general computer skills required. Requires excellent knowledge of computer applications in use, as well as, good knowledge of functions and processes for Probation. Good attendance and punctuality are required. Must adhere to Judiciary Code of Conduct and Maintain Confidentiality.

Quality Ranking Factors:
Selection will be made on the basis of the following factors:
1. Applicant Profile
2. Performance record as contained in applicant's local personnel file and performance evaluations.
3. Supervisor's Assessment
4. Interview
5. Writing Sample

Personal Characteristics:
Successful candidate should be a self-starter, mature, responsible, poised, possess tact, good judgment, initiative, and work harmoniously with others in a total quality, team-based organization and communicate effectively, both orally and in writing. This position requires excellent organizational skills.

Organizational Relationship:
This position is assigned to the United States Probation Office in the Wilkie D. Ferguson Courthouse and reports directly to the designated Supervising U. S. Probation Officer.

Application Procedures:
Qualified applicants should submit the following electronically to the Human Resources Recruitment Mailbox : www.flsd_hrmail@flsd.uscourts.gov indicating the following in the subject line: Supervisory Probation Clerk (2016-PRB-09)
- A078 Application for Judicial Branch Employment
- Detailed Resume

Please note that detailed resumes cannot be substituted for a fully completed Application for Judicial Branch Employment, and failure to adhere to the specific instructions will disqualify applicants from further consideration in the selection process.

The AO78 Application for Judicial Branch Employment is available on the Court's public website at **www.flsd.uscourts.gov.**

Only qualified applicants will be considered for this position.
The Federal Court practices zero tolerance for illegal drug use.
Applicants must be a United States Citizen or eligible to work in the United States