



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division

VACANCY ANNOUNCEMENT

Court Services Clerk

CL 26 - \$43,140 - \$53,925 *

Announcement No. 17-13 **Closes:** Open Until Filled **Available:** Immediately

Introduction

This position is located in the Clerk's Office of the U. S. District Court. The Court Services Clerk is responsible for providing back-up Courtroom Deputy Clerk assistance through attending court proceedings, recording pertinent results for minutes, and drafting judgments, and for a wide variety of support services for the jury system of the Court. Duties include, but are not limited to courtroom proceeding related duties of a Courtroom Deputy Clerk and tasks related to the selection, qualification, summoning, orientation, management and payment of jurors.

Representative Duties

- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Keep judge and immediate staff informed of issues that arise during trial. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.
- Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Make summary entries on the docket of all proceedings.
- Answer questions from parties and the public regarding cases and hearings.
- Monitor and track disposal of court exhibits.
- Assist in accurate statistical reporting requirements of the Administrative Office.
- Serve as back-up to supervisor in the day-to-day management of the Court's jury system.
- Help create the court's jury wheels/lists for both general and qualified jurors by acquiring source lists; creating master wheels from those lists; and determining the number of jurors needed to fill each wheel.
- Assist with the preparation and mailing of juror qualification materials; review and process juror responses.
- Assist in the determination of the appropriate number of jurors needed for each grand jury term and jury trial day based on the court calendars.

- Assist in preparing and mail summonses to the calculated number of potential jurors.
 - Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
 - Prepare orientation materials at the direction of supervisor and assist with juror orientations, helping jurors with their logistical needs such as parking, lodging, refreshments, etc.
 - Assist in preparing and sending jury panels to trial, coordinating with the judges' daily calendars and needs.
 - Under supervision, monitor and record jurors' attendance for management of their service and payment.
 - Prepare vouchers for juror and vendor payments, including jury fees, mileage, lodging and parking costs.
 - Maintain jury system records under supervision.
 - Assist in the preparation of statistical reports for the Clerk, Judges, and the Administrative Office of the U.S. Courts.
 - Operate the court's JMS and e-juror component of JMS and other automated systems.
- Performs other duties as assigned.

Minimum Qualification Requirements

Requires a minimum of five (5) years' work experience, preferably (but not necessarily) within the legal field. Extremely fast-paced position requires incumbent to be versatile and present a professional demeanor at all times, possess strong organizational, analytical, and oral/written communication skills. Accurate typing, solid computer skills and attention to detail required. Bachelor's degree or paralegal certificate preferred.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 17-13, 401 W. Central Blvd., Orlando, Florida 32801, or you can email a **PDF version** to resume_orl@fimd.uscourts.gov, but not both. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be a U.S. citizen or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.