



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Ft. Myers Division

VACANCY ANNOUNCEMENT

Jury/File Clerk

CL 25, \$32,363-\$40,454 *

Announcement No. 04 -21

Closes: Open Until Filled

Available: Immediately

Representative Duties

Assists in the operations of the automated Jury Management System. Summons jurors and maintains attendance records for petit/grand juries. Processes all jury correspondence. Conducts juror orientation and instructs jurors as to their duties and court procedures. Advises jurors as to all particulars of jury service including payment, excuses and rights under the Jury Act, responding to all questions. Maintains records and ensures that juror payments are properly made by preparing payment vouchers. Prepares monthly jury statistical reports for submission to the Administrative Office. Maintains in-house statistics necessary to monitor juror usage by division, judge and nature of case. Provides judges with data or information as necessary to demonstrate compliance with the district's jury plan and federal statutes, monitoring compliance with same.

Prepares initial appeal package for submission to the U.S. Court of Appeals, in addition to providing copies, etc. to counsel and unrepresented parties. Conducts appeal management and tracking to include, but not limited to, docketing of transcript information sheets, court reporter acknowledgments, notifications, transcripts and appellate orders/judgments. Handles all requests from the U. S. Court of Appeals. Prepares the record on appeal, assuring that all documents are printed/copied and designated pursuant to the Federal Rules of Appellate Procedure.

Processes incoming and outgoing mail. Delivers files to and from the Clerk's Office to judges' chambers, as needed. Places orders for general office supplies, including stocking and maintaining sufficient inventory. Coordinates maintenance of a variety of general office equipment. Coordinates interpreter assignments for various court hearings. Provides additional support as directed by division manager and supervisor.

Minimum Qualification Requirements

Requirements include high school graduate or equivalent and a minimum of three (3) years progressively responsible administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives or laws. Fast-paced position requires incumbent to present a professional demeanor at all times, be extremely detail-oriented and possess strong organizational and communication skills. Must be a self-starter with the ability to work alone yet be a constructive member of a team.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention:
04-21, 80 N. Hughey Avenue, Room 300, Orlando, Florida 32801 by September 10, 2004
Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See reverse side for employee benefits)

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

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:

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- 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 seven 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.
