



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

**VACANCY ANNOUNCEMENT**

**Courtroom Deputy Clerk to United States Magistrate Judge**

CL 26/27 \$44,562-\$61,218 (to start)

Announcement No.18-55 Closes: Open Until Filled Available: Immediately

**Representative Duties**

Supports the judge in all civil, criminal, and ceremonial courtroom proceedings. Assists with the orderly flow of proceedings including preparing minutes, swearing witnesses and interpreters, managing exhibits, assisting jurors, arranging for court reporters and interpreters, and maintaining courtroom decorum. Operates electronic recording equipment and other courtroom technology.

Assists with the judge's civil and criminal docket including calendaring deadlines, coordinating schedules, setting date and time for courtroom proceedings, assuring the presence of all necessary participants and attorneys, and verifying attorney bar admission. Prepare orders for the judge's approval. Assist with criminal duty matters including coordinating the appointment of counsel, preparing bond paperwork, and processing grand jury returns. Perform other duties as required including logging statistical information and assisting with annual calendars (criminal duty rotations, attorney admission ceremonies, naturalization ceremonies, and Central Violations Bureau hearings).

Communicates daily with judges and with chambers staff about case progress. Acts as a liaison between the judge and other Clerk's Office staff, the United States Marshals Service, Courtroom Security Officers, the United States Attorney's Office, the Federal Public Defender's Office, the United States Pretrial Services Office, the United States Probation Office, other government agencies, and the bar regarding scheduling and other matters to ensure that cases proceed smoothly and efficiently.

Works extensively with the Court's automated case management system including running daily activity reports, performing quality assurance reviews of docket entries, and docketing approved orders. Monitor and review pending cases to ensure case progress and availability of records and reference material for use by the judge and counsel.

**Minimum Qualification Requirements**

Requires a professional, positive, cooperative, and congenial demeanor at all times; strong communication, administrative, organizational, analytical, and writing abilities; and attention to detail. Requires excellent computer skills, including proficiency with Microsoft Office Programs, including MS Word, WordPerfect, Outlook, and Windows. Proficiency with MS Excel preferred. A Bachelor's degree or paralegal certification preferred. Prior work experience as a paralegal or legal assistant, a federal Courtroom Deputy Clerk, or other relevant federal court experience preferred.

**Information for Applicants**

Send a cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 18-55, 401 W. Central Blvd., Suite 2100, Orlando, FL 32801-0210, or email a cover letter and resume (in a **single PDF**) to [resume\\_orl@flmd.uscourts.gov](mailto:resume_orl@flmd.uscourts.gov), **but not both**. Selected interviews will be scheduled as applications are reviewed. Because of the number of applications usually received, receipt of each application will not be acknowledged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

An applicant must be a U.S. citizen or eligible to work in the United States.  
An employee is required to use the Electronic Fund Transfer for payroll deposit.

The selected applicant is subject to a background check as a condition of employment.  
The starting salary is commensurate with work experience, previous federal government service, and pay history.  
A CL 26 is eligible for promotion to a CL 27 after a year.

## **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 days of paid vacation each year for the first three years of employment. Up to 26 days each 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 paid holidays per year.
- Prescribed salary progression through classification levels based on acceptable performance.
- Will consider time in-service for employees of other federal agencies, as well as time for those with military service, 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. Headquarters for the Clerk's Office is in Orlando.

Full time divisional offices are in Tampa, Jacksonville, Ocala, and Ft. Myers.

The Clerk's Office is responsible for clerical and administrative support of the federal judiciary.