



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

VACANCY ANNOUNCEMENT

Docket Clerk

CL 25 - \$40,464 - \$50,598 *

Announcement No. 18-42 Position Closes: Open Until Filled **Available:** Immediately

Representative Duties

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Files documents meeting requirements. Routes documents to proper offices/persons after acceptance. Verifies attorneys' authority to practice before the court. Furnishes information to a wide variety of people within and outside of the court. Maintains the integrity of case files by monitoring proper access to records. Notifies appropriate chambers staff and other Clerk's office staff of emergency filings.

Makes summary entries of all documents and proceedings on the automated CM/ECF docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, appeals and orders. Ensures through quality control that all automated entries are appropriately scanned and linked for proper case management. Prepares and transmits to appropriate parties such items as: notices, judgments, and orders. Answers phone and in person inquiries from Judges, chambers staff, members of the bar and the public. Opens civil and criminal cases upon receipt of initiating documents, such as complaints, indictments, or petitions. Closes civil and criminal cases upon receipt of terminating documents, such as judgments and closing orders. Other duties will be assigned and may include limited finance duties, processing mail, assisting with intake functions, archive/record management.

Minimum Qualification Requirements

Requirements include high school graduate or equivalent and a minimum of three (3) years of progressively responsible legal 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. Extremely fast-paced position requires incumbent to present a professional demeanor at all times, be extremely detail-oriented, and possess strong organizational and communication skills. CM/ECF experience is highly desirable, but not required. Experience with WordPerfect and Adobe Acrobat helpful.

Information for Applicants

Submit cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 18-42, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 or you can email a **single PDF version** to resume_orl@flmd.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 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.