



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

COURT OPERATIONS SUPERVISOR

CL 28 \$58,700-\$73,375 to start*

Announcement No. 19-01

Position Closes: Open Until Filled

Available: December 1, 2018

Representative Duties

The Court Operations Supervisor is responsible for the technical and administrative supervision of the daily operations of the Orlando Division Clerk's Office. The Court Operations Supervisor oversees a staff of deputy clerks serving district judges and magistrate judges in the Orlando division. The Court Operations Supervisor's areas of responsibility include docketing, intake, appeals processing, new case openings, data quality analysis, imaging, finance, and filing. The Court Operations Supervisor is responsible for developing and analyzing work methods and procedures and for recommending improvements to methods, policies, and programs. The Court Operations Supervisor instructs, coaches, and develops employees; fosters teamwork; and emphasizes the importance of customer service. This position implements developmental plans and appropriate training programs. The Court Operations Supervisor works with both senior management and court operations staff to ensure that staff are aware of district and division goals and objectives. The Court Operations Supervisor evaluates employee performance, conducts regular meetings, and effects disciplinary actions when necessary. This position preliminarily handles grievances and complaints. The Court Operations Supervisor is responsible for planning, organizing, and monitoring the progress of work, coordinating the equitable distribution of work, and office coverage. The Court Operations Supervisor participates in the interview and selection process to fill vacancies. The Court Operations Supervisor interacts with and provides information to judicial officers, district court staff, the public, and the bar. The Court Operations Supervisor may serve as Acting Division Manager, if necessary.

Minimum Qualification Requirements

Candidates must possess a minimum of three years of progressively responsible administrative, technical, professional, supervisory, or managerial work experience. Court operations experience is also required. Candidates must possess excellent written and oral communications skills. Prior experience with CM/ECF is highly desirable.

Information for Applicants

To apply:

- email a cover letter and resume together as one single PDF application file to:
resume_orl@flmd.uscourts.gov
- your PDF application file name must be "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-01"

Due to the number of resumes received, only applicants selected for interviews will be contacted.

An applicant must be a United States citizen or eligible to work in the United States. An employee is 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. The starting salary is commensurate with work experience, federal government service, and pay history.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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.