



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

VACANCY ANNOUNCEMENT
Relief Courtroom Deputy Clerk

CL 26 \$44,562 - \$55,720*

Announcement No. 19-03 **Closes:** Open Until Filled **Available:** Immediately

Introduction

This position is located in the Clerk's Office of the U.S. District Court. The Relief Courtroom Deputy Clerk is responsible for providing back-up Courtroom Deputy Clerk assistance through attending court proceedings, recording pertinent results for minutes, drafting judgments, and jury support services. Duties include, but are not limited to, courtroom deputy related duties and other Clerk's Office duties as assigned.

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, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.
- Review cases or reports for necessary actions.
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public, and the judge to ensure that the case proceeds smoothly and efficiently.
- Assist with scheduling interpreters.
- Draft orders and judgments for the judge's approval including judgment and commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- Assist the jury department with jury orientation.
- Other duties as assigned.

Minimum Qualification Requirements

Requires a minimum of five (5) years' work experience, three (3) of those years at a progressively responsible administrative level within the legal field which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. 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 and solid computer skills are required, preferably in WordPerfect/Windows environments. Bachelor's degree or paralegal certificate preferred.

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 read "attention 19-03"

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

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.