



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

## VACANCY ANNOUNCEMENT

### **Court Services Clerk**

CL 26 - \$46,600 - \$58,260 \*

**Announcement No.** 21-03   **Position Closes:** Open Until Filled   **Available:** December 7, 2020

### **Representative Duties**

The Middle District of Florida seeks a mission-driven professional to serve as a full-time Court Services Clerk to help provide fair and impartial justice. The ideal candidate possesses excellent interpersonal, computer, and analytical skills; strong work ethic; and resilience. This meaningful career opportunity is located in the Orlando division.

This position is located in the Clerk's Office of the United States District Court and serves both in the courtroom (as a back-up courtroom deputy clerk) and in the jury department. The incumbent will perform courtroom deputy tasks including attending court proceedings, recording pertinent results, and drafting orders and judgments. In the jury department, the incumbent will perform a wide variety of tasks including juror qualification, summoning, orientation, and payment.

- Serve as a back-up courtroom deputy. Attend and record court sessions and conferences. Assist with the orderly flow of proceedings including preparing the courtroom, organizing exhibits, assuring the presence of all necessary participants, assisting witnesses and jurors, and maintaining courtroom decorum. Take notes of proceedings and rulings and prepare minute entries for the record. Manage the electronic evidence presentation system and the custody of court exhibits.
- Keep the judge and immediate staff informed of issues and case progress. Serve as a primary source of information about courtroom equipment for litigants and about the court's schedule, including trials, hearings, and conferences.
- Draft judgments and other orders for the judge's approval. Upload orders, notices, judgments, minutes, calendars, and other documents to the automated case management system. Docket summary entries of each proceeding. Utilize reports and information from the automated case management system and ensure the accuracy of statistical reporting.
- Serve as a jury clerk. Assist with jury logistics including orientation, parking, lodging, and refreshments. Assist with a variety of administrative tasks including juror attendance and payment; juror qualification; juror vouchers; juror utilization; records; statistics; and the telephonic response system. Operate the Jury Management System. Coordinate with chambers for daily calendaring and juror needs.
- Perform other duties assigned.

## **Minimum Qualification Requirements**

Requires a professional, cooperative, and congenial demeanor at all times and strong administrative, organizational, analytical, and writing ability. Requires solid computer skill, preferably with Word, Windows, and Office 365. Bachelor's degree preferred. Legal experience preferred.

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail;
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- Ability to communicate effectively both orally and in writing;
- Strong interpersonal skills and the desire to work in a fast-paced, team environment;
- Ability to maintain confidentiality and use sound judgment;
- Professional demeanor and strong work ethic;
- Excellent computer skills and ability to work with a variety of programs and applications;
- Three (3) year at a progressively responsible administrative level which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position.

## **Information for Applicants**

### **To apply:**

- Apply online through <https://www.governmentjobs.com/careers/flmd>
- Submit a cover letter and resume together as one single PDF application file name must be "last name, first name" (e.g. Smith, John) and "attention 21-03"

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 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 Courts serve under excepted appointments and are considered "at-will" employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office provides clerical and administrative support to all areas of the federal judicial administrative process.