



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

VACANCY ANNOUNCEMENT

Case Administrator

CL 25 - \$41,140 - \$51,440 *

Announcement No. 20-07 Position Closes: Open Until Filled **Available:** Immediately

Representative Duties

The Middle District of Florida seeks a mission-driven professional to serve as a full-time Case Administrator 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 Tampa division.

Receives and reviews incoming documents for conformity with appropriate rules, practices, and court requirements. Files conforming documents and routes documents to proper office or person after acceptance. Verifies the lawyer's eligibility 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 Clerk's office staff of emergency filings.

Makes summary entries of documents and proceedings on the electronic filing system docket including pleadings, petitions, motions, complaints, minutes, appeals, and orders. Conducts thorough quality control of automated entries, ensuring appropriate scanning and for proper linking of documents. 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. Conducts thorough quality control of lawyer-opened civil and criminal cases including complaints, indictments, and petitions. Closes civil and criminal cases upon receipt of terminating documents, for example, judgments and closing orders. Other duties will be assigned and might include limited finance duties, processing mail, assisting with intake functions, and 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 Microsoft Word and Adobe Acrobat helpful.

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 20-07"

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.