



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

**VACANCY ANNOUNCEMENT**

**Administrative Assistant**

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

**Announcement Number:** 19-12    **Position Closes:** Open Until Filled    **Available:** Immediately

**Position Overview**

This position is located in the George C. Young Federal Courthouse Annex in Orlando and will support the Clerk's Office and its mission. The position performs varied duties supporting the chief deputy and senior managers in court operation and administration including correspondence, filings, scheduling, and public-relations efforts. This position requires occasional travel.

**Representative Duties**

The incumbent performs and coordinates administrative matters relating to various administrative areas and ensures compliance with appropriate guidelines, policies, and approved internal controls. The incumbent coordinates district-wide projects and provides status reports to the chief deputy. The incumbent assists in the planning and coordination of court-sponsored public events and ceremonies.

- Performs research and analysis on a variety of Clerk's Office procedural matters. Assists with drafting and developing policies.
- Coordinates the collection of data from divisional offices for preparation of reports to the Administrative Office and to the Eleventh Circuit Court of Appeals.
- Interacts with judges, senior management, and other district courts nationwide on behalf of Chief Deputy and senior managers.
- Maintains calendar, travel records, time and attendance records, and other records and files for Chief Deputy and senior managers.
- Drafts, edits, and distributes memorandums for Chief Deputy and senior managers.
- Arranges video conferences for staff and committee meetings as directed. Assists in preparing agenda for Committee meetings. Attends and takes minutes at Committee meetings. Prepares presentations.
- Periodically advises Clerk of Court and Chief Deputy on a variety of issues facing the Clerk's Office. Advises senior managers on operational matters.
- Gathers data for analysis; writes reports and recommendations summarizing findings of studies. Prepares reports to improve Court administration and operations, reduce costs, and increase services.
- Assists with scheduling and arrangements for visiting judges.
- Assist senior managers with purchases, including obtaining quotes, making small purchases, ordering mobile phone accessories, and handling IT's purchase orders.
- Serves as or assists project manager for installation of new or updated technology.
- Assists with keeping custodial officers accountable for property.

- Assists with the Clerk's Office Self-Assessment and with the annual update of the Internal Controls Manual.

### **Minimum Qualification Requirements**

Requires a total of four years' experience, two years at a progressively responsible administrative level which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. The successful applicant will possess:

- 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.

### **Information for Applicants**

To apply:

- email a cover letter and resume together as one PDF application file to: [resume\\_orl@flmd.uscourts.gov](mailto:resume_orl@flmd.uscourts.gov)
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-12"

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 must 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.