



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

**VACANCY ANNOUNCEMENT
Attorney Services Coordinator**

CL 26 \$45,321 - \$56,647*

Announcement Number: 19-52 **Position Closes:** Open Until Filled **Available:** Immediately

Position Overview

The attorney services coordinator provides administrative and technical support to ensure the efficient and accurate management of the court's lawyer admission database. The position is a resource for lawyers, management, and CM/ECF staff on administrative and operational matters related to the lawyer roll, compliance, court bar membership, and CM/ECF compliance. This position will require occasional travel.

Representative Duties

The attorney services coordinator will assist the district operations department by performing the following duties and responsibilities:

- Oversee the CM/ECF lawyer admission database. Verify bar admission and ECF registration information. Review records for errors and duplicates.
- Manage the lawyer admission process, including renewals, to ensure both an accurate and efficient process for membership in the court's bar. Answer lawyer admission inbox e-mails and Helpdesk questions.
- Ensure lawyers with access to the electronic filing systems are in compliance with court bar membership requirements. Maintain control records. Analyze reports about lawyers with access to CM/ECF and PACER.
- Assist lawyers and litigants with CM/ECF login and password issues.
- Process and monitor the lawyer renewal process.
- Assist with processing court bar member discipline and records including preparing documents and correspondence.
- Monitor and resolve CM/ECF-generated undeliverable emails.
- Ensure that court bar members are neither sharing CM/ECF filing credentials and PACER account credentials with a third-party service provider nor designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity.
- Monitor requests for a Certificate of Good Standing and issue certificate if appropriate.
- Assist with CJA panel applications and appointments.
- Assist with the special admission to practice process.
- Monitor mediator inbox and process mediator certification applications. Upload new mediators and populate mediator roster. Monitor the mediator Helpdesk.
- Assist with PACER exemption requests including reporting and preparing correspondence. Reconcile exempt account status with current CJA panel list and administrative orders. Contact PACER and the Federal Defender about changes and updates. Prepare memorandum for the Clerk of Court and maintain records.
- Prepare reports, form letters, notices, and other correspondence related to court bar membership; CM/ECF and PACER accounts; CJA panel applications; and other topics.

- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Perform lawyer admission coordination tasks including drafting orders and reviewing payment. Assist with lawyer admission ceremonies (in person and telephonic) including coordinating, organizing, and supporting admission ceremonies.
- Provide administrative and operational support as needed for regular court functions and special projects.

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
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-52"

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.