



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

**VACANCY ANNOUNCEMENT
Relief Courtroom Deputy Clerk**

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

Announcement No. 19-53 **Closes:** Open Until Filled **Available:** October 28, 2019

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. Duties include, but are not limited to, courtroom deputy related duties and other Clerk's Office duties as assigned.

Representative Duties

Manages the judge's docket by calendaring, monitoring the filing of documents and the responses to orders, and setting date and time for trials, hearings, and other events. Schedules mediation and records the result. Keeps the judge and immediate staff informed of case progress.

Reviews pending cases to ensure the availability of records and reference material for use by the judge and counsel. Utilizes reports and information from the automated case management system.

Attends court sessions and conferences. Assists with the orderly flow of proceedings, including arranging the courtroom, assuring the presence of all necessary participants, managing exhibits, operating exhibit presentation equipment and microphone system, assisting witnesses and jurors, and maintaining courtroom decorum. Takes notes of proceedings and rulings and prepares minute entries for the record. Drafts judgments and other orders for the judge's approval. Uploads orders, notices, calendars, and other documents to the automated case management system.

Acts as a liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information about courtroom equipment for litigants and about the court's schedule, including trials, hearings, and conferences. Assist the jury department with jury orientation. Other duties as 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:

- 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 19-53"

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 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.