



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA

VACANCY ANNOUNCEMENT
CLERK OF DISTRICT COURT

ANNOUNCEMENT 25-41

SALARY: JSP 18/01 (\$228,501)
DUTY STATION: Jacksonville, Orlando, or Tampa, Florida
APPLICATIONS DUE: October 31, 2025
POSITION AVAILABLE: May 1, 2026

Position Overview:

The United States District Court for the Middle District of Florida, which serves more than 13 million people residing within its 35 counties, seeks a dedicated and experienced administrator to be the Clerk of Court of this “mega-district.” The Middle District of Florida includes 5 divisional courthouses (Jacksonville, Ocala, Orlando, Tampa, and Fort Myers) and employs approximately 300 people (including 160 in the clerk’s office). The Clerk of Court oversees the operational and administrative functions needed to support its 15 active district judges, 18 senior judges, and 18 magistrate judges as they manage one of the heaviest caseloads in the country. Appointed by the district judges, the Clerk of Court serves as the Middle District’s chief administrative officer and reports directly to the Chief Judge. The Clerk communicates regularly with the district and magistrate judges, clerk’s office staff, the Administrative Office of the U.S. Courts, the Circuit Executive for the Eleventh Circuit Court of Appeals, and other related agency heads. The Court employs two chief deputy clerks who report directly to the Clerk.

Operational Responsibilities:

- Directing the administration of all court operations, including information technology, space and facilities, security, budget, finance, procurement, audits, human resources, training, jury administration, and planning
- Analyzing and improving all aspects of court operations, ensuring that court plans and policies, forms, and internal controls are updated, with frequent review of staffing, the budget, and expenditures
- Implementing Administrative Office protocols and maintaining statistical and narrative reports

- Providing support to judicial committees and preparing and maintaining meeting minutes

Staffing Responsibilities:

- Overseeing the hiring, development and retention of highly competent staff
- Supervising the organization of staff workspace and duties to optimize performance

Financial Responsibilities:

- Preparing and managing the annual budget
- Strategic budget planning
- Forecasting budget trends, oversight of internal audits and financial controls, and oversight of non-appropriated fund account
- Maintaining sound fiscal practices including maintaining separation of duties, fee collection, restitution, authorization of expenditures, and juror payments
- Frequently updating the Chief Judge on the clerk's office budget and staffing

Case Management and Records Management Responsibilities:

- Directing staff responsible for the processing of civil and criminal cases and the maintenance of official court records
- Overseeing the management of juror qualification, utilization, and attendance
- Ensuring effective controls in the case management system to minimize human error, maintain integrity of the official court records, and provide accurate assignment of cases
- Overseeing implementation of the Criminal Justice Act plan

Information Technology Responsibilities:

- Supervising the information technology systems and processes
- Determining present and future automation needs
- Anticipating technology trends
- Improving existing systems to maximize efficiency
- Ensuring effective systems and controls for managing and anticipating cybersecurity threats

Space & Facilities Responsibilities:

- Overseeing management of space and facilities at 5 separate courthouses
- Drafting proposals for funding of space and facilities projects
- Overseeing construction projects, including financial controls

Minimum Qualifications:

- Either U.S. citizenship or eligibility to work in the United States
- Bachelor's degree

- Ten years of relevant experience in business or public service with at least three of the ten years in a position of substantial management responsibility (see Guide to Judiciary Policy, Vol. 12, Appx. 5F for accepted substitutions)
- Ability to travel regularly within the Middle District of Florida
- Adherence to the Code of Conduct for Judicial Employees, Guide to Judiciary Policy, Vol. 2, Pt. A, Ch. 3
- Before appointment, an applicant must undergo a background investigation and a credit check

Preferred Skill and Experience:

- Experience in court administration, budgeting, and working with the judiciary
- Juris doctor or master's degree in a pertinent field
- Exceptional interpersonal skills and commitment to professionalism and collegiality
- Integrity and the ability to maintain confidential information
- Strong oral and written communication skills and the ability to explain complex or technical concepts in a layperson's terms
- Ability to advance several initiatives simultaneously
- Familiarity with the court's internal controls
- Ability to interact with judges on a professional basis

Benefits:

- An opportunity to serve in a rewarding and challenging public service position, dedicated to providing fair and impartial justice to the citizens of the Middle District of Florida
- Eligible for a comprehensive federal government benefits package including participation in a retirement plan, options for health, dental, and life insurance and flexible benefits
- Paid federal holidays, accrual of vacation and sick leave
- See the United States Courts website for an overview of Federal Judiciary benefits

To Apply:

Each applicant must submit a cover letter, resume, a completed AO-78, names and contact information for three professional references, and a statement (limited to three double-spaced pages) describing the applicant's leadership philosophy and other pertinent leadership abilities, including why the applicant is the right person to become the Court's next Clerk to submissions@flmd.uscourts.gov no later than **noon on Friday, October 31, 2025**. All application materials must be combined and submitted as a single PDF document.

All applications received by noon on October 31, 2025 will be acknowledged. Candidates selected for an interview will be notified by December 8, 2025 (with

a first round of interviews tentatively scheduled for December 17, 2025). Persons selected for interviews will be required to travel to the designated location at their own expense.

The United States District Court is an equal opportunity employer and encourages all qualified applicants to apply.