

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF FLORIDA
OFFICE OF THE CLERK

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NOTICE OF POSITION VACANCY

Position: Court Operations Specialist
Classification Level: CL 25
Salary Range: \$37,941-47,448
Location: Pensacola, Florida

Posting Date: March 9, 2010
Closing Date: Open Until Filled
Vacancy Number: 10-04

POSITION OVERVIEW

The U. S. District Court, Northern District of Florida, is accepting applications for a Court Operations Specialist. The position is primarily responsible for reviewing and maintaining the official case events summary on the docket from case opening to final disposition, including appeal.

Representative duties include, but are not limited to, the following:

- Maintains official case file records, including but not limited to: opening and closing cases, entry or review of documents and docket entries, monitoring deadlines and referrals, and managing all aspects of appeals.
- Previews incoming documents to determine conformity with appropriate rules, practices, and court requirements. Scans paper documents into PDF format.
- Prepares standard orders for final approval.
- Prepares and causes to be transmitted such items as notices, summons, warrants, license suspensions, judgments, and orders. Supports case management needs of chambers.
- Ensures that all entries are appropriately linked, all applicable deadlines set, and all statistical data are accurate.
- Analyzes and evaluates the procedures and work of other staff responsible for entering information into case databases; takes the appropriate level of corrective action when necessary.
- Assists in the processing and maintenance of all CVB matters. Prepares case files and documents for shipment to the Federal Records Center.
- May serve as a backup courtroom deputy, perform daily cash out of cashiers and reconciliation with receipting system, and prepare or deposit funds with bank.
- Conducts the check-in and orientation of jurors. Prepares vouchers for juror payments.
- Conducts the check-in of individuals present for Naturalization Ceremonies and assists with other logistical aspects of the event.
- Other duties in support of the court as assigned or required.

The mission of the Office of the Clerk of the Northern District of Florida is to provide superior service to the public and the Court.

Gainesville Division
401 SE 1st Avenue, STE 243
Gainesville, Florida 32601
352.380.2400
352.380.2424 FAX

Pensacola Division
1 N. Palafox Street
Pensacola, Florida 32502-5658
850.435.8440
850.433.5972 FAX

Tallahassee Division
111 N. Adams Street
Tallahassee, Florida 32301-7717
850.521.3501
850.521.3656 FAX

Panama City Division
30 W. Government Street
Panama City, Florida 32401
850.769.4556
850.769.7528 FAX

QUALIFICATIONS

To qualify for the position the applicant must have the following:

- Possess a high school diploma or equivalent.
- Possess a minimum of three years of progressively responsible experience in a clerical or administrative setting such as may be found in a law office, human resources office, educational institution, or training environment.
- Knowledge of CM/ECF preferred.
- Ability to be flexible and adapt to unanticipated needs and problems.
- Ability to maintain confidentiality and handle sensitive information in a discreet and professional manner.
- Ability to manage multiple tasks in a fast pace office setting.
- Ability to pay attention to detail and follow through.
- Ability to work well within a team setting.
- Possess excellent time management and organizational skills.
- Possess excellent verbal and written communication skills.
- Possess excellent interpersonal and customer service skills.
- Ability to provide good customer service to the public and all levels of staff, including judicial staff, and who will exhibit at all times and to all persons a courteous, professional and cooperative attitude.

PHYSICAL REQUIREMENTS

Successful candidate must be able to bend, pull, push and lift up to 35 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

BENEFITS

Judiciary employees serve under excepted appointments, are considered at-will employees, and are entitled to standard federal benefits including paid vacation and sick leave; paid holidays; health, life, dental, vision, disability, and long term care insurance plans; flexible benefits programs; retirement; matching and tax-deferred Thrift Savings Plan.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at www.flnd.circ11.dcn. As a condition of employment, the final candidate will be subject to an FBI background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed.

The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. Applications must be submitted for consideration. The application form, AO 78 Application for Judicial Branch Employment, may be downloaded from our web site at www.flnd.uscourts.gov. Applications may also be faxed to (850)521-3550.

Initial screening of applications and resumes will take place on March 25, 2010. Please submit your materials no later than 5 p.m., March 24, 2010, for consideration in the initial screening.

Please submit a completed AO 78 Application for Judicial Branch Employment and resume to:

William M. McCool, Clerk of Court
United States District Court
Attn: Human Resources Department
111 North Adams Street
Tallahassee, Florida 32301

The United States District Court is an Equal Employment Opportunity Employer