

**The United States District Court  
Southern District of Florida  
Notice of Vacancy**

**Position:** Courtroom Deputy assigned to U.S. District Judge Robin L. Rosenberg  
**Announcement No:** 2015-CLK-04  
**Location:** Fort Pierce, Florida  
**Salary Range:** \$46,365 - \$75,407 CL 27  
**Opening Date:** November 21, 2014  
**Closing Date:** Open Until Filled – Applications received by December 8, 2014 in first review

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**A Courtroom Deputy/Magistrate Courtroom Deputy Clerk who is currently assigned to an active Judge within the Southern District must submit a written endorsement from the Judge. Updated Resumes/Applications and signed applicable endorsements must be submitted to the Human Resources Office by close of business on closing date of this announcement.**

### **Position Overview**

Incumbent manages Judge's cases by calendaring and regulating their movement, monitoring filing of pertinent documents and timely responses to judicial orders, setting or resetting dates and times for hearings, trials and conferences, and notifying the appropriate parties. Keeps the Judge and immediate staff informed of case progress. Monitors the resolution of pending motions, including compliance with Speedy Trial Act. Examines all documents to determine if they conform to the federal and local rules of practice. Reviews information relating to pending cases to ensure that all records and reference material are available for use by the Judge and counsel. Attends court sessions and conferences as directed. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants (including court reporter and interpreters), administering oaths, assisting with the selection of juries, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Incumbent prepares judgments and other orders for the Judge's review and signature. Dockets orders, judgments, minutes and notices into the Court's Case Management/Electronic Case Files System (CM/ECF). Incumbent also acts as the chamber's liaison with the U.S. Marshal's Office, U.S. Probation Office, U.S. Attorney's Office, Federal Public Defender's Office, the bar, Bureau of Prisons, and the Clerk's Office. Performs data processing as needed for Court's automated system. Monitors the accuracy of statistical and pending reports as needed. Accept, files and docket civil and criminal filings presented in court. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes. Reviews CJA vouchers for policy adherence. Operates and monitors the digital audio recording (DAR) as required. This position requires travel to other offices within the District.

### **Qualification Requirements**

Requires a minimum of three years of progressively responsible clerical or administrative experience which provided a knowledge of legal terminology, procedure, or pleadings such as might be found in a law office, in the Clerk's Office of a U.S. District Court, or in another court in the judicial system. To be appointed at the CL27 level\*, experience must include at least one year equivalent to work at the CL26 level. Requires excellent organizational and time management skills. Requires knowledge or demonstrated ability to learn federal local rules and case processes. Previous courtroom clerk or paralegal/case administration experience and experience with a variety of computer software applications

(especially legal electronic case management), scanning and image creation is highly desired. Familiarity with Microsoft Word, statistics and creation of statistical reports is desired.

### **Desirable Characteristics**

The successful candidate should be a self-starter, mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times. Candidate must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. Candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

### **Organizational Relationship**

This position is assigned to the Clerk's Office and reports to the Operations Supervisor in West Palm Beach, FL

### **Background Investigation:**

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

### **Employee Benefits**

Employees of the United States District Court serve under an Excepted Appointment and are considered at will employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years
- Ten paid national holidays per year
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan
- Mandatory EFT (electronic funds transfer) participation for payment of net pay
- Participation in Pre-Tax Flexible Spending Accounts

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

### **Application Requirements**

Submit required application documents noted below electronically\*\* in PDF (preferred) or Word format noting the Announcement Number in the subject line, and email to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov). If all items listed below are not received; your application will not be considered. Do not copy and paste your resume to the email.

All applicants MUST complete an AO78 - Application for Judicial Branch Employment available on the District Court Internet site: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov) -- under Applicant Information.

- Include a detailed resume, including salary history, and personal email address.

\*The AO78 Application for Judicial Branch Employment is available on the Court's website, via email, or may be picked-up in person from the Human Resources Office.

United States District Court - Human Resources  
400 North Miami Avenue, Room 8S47, Miami, FL 33128  
General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Only qualified applicants will be considered for this position  
The Federal Courthouse has been designated a non-smoking area.  
Applicant must be a U.S. Citizen or eligible to work in the United States

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**