



UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Fort Myers Division

**VACANCY ANNOUNCEMENT**

**Court Services Clerk**

CL 26 - \$43,140 - \$53,925 \*

**Announcement No.** 17-19 **Closes:** Open Until Filled **Available:** Immediately

**Introduction**

This position is located in the Clerk's Office of the U. S. District Court. The Court Services Clerk is responsible for a wide variety of support services for the courtroom and other assistance through attending court proceedings, recording pertinent results for minutes, and drafting judgments. Additional duties include, but are not limited to, those tasks related to assisting Systems by providing relief coverage as an Automation Support Specialist, the courtroom proceeding related duties of a Courtroom Deputy Clerk, Data Control, Docketing, Procurement.

**Representative Duties**

- Serve as back-up to Docketing, Data Quality, Jury, Systems.
- Help perform general courtroom clerk tasks.
- Assist with the preparation and mailing of juror qualification materials; review and process juror responses.
- Makes summary entries of all documents and proceedings in miscellaneous cases on the CM/ECF automated docket.
- Ensures that all automated entries are appropriately linked for proper case management.
- Prepares and transmits to appropriate parties such items as: notices, judgments, and orders. Answers inquiries on case status.
- When Automation Support Specialist is out of the office incumbent will assist Systems Staff with troubleshooting of PCs, peripherals, and courtroom technology in a Help Desk environment.
- When Automation Support Specialist is out of the office incumbent will assist Systems Staff with software support including Microsoft Office, Adobe Acrobat, and Lotus Notes.
- Assist in the preparation of statistical reports for the Clerk, Judges, and the Administrative Office of the U.S. Courts.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting

up the courtroom, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.

- Keep judge and immediate staff informed of issues that arise during trial. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.
- Serve as Procurement clerk.
- Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Make summary entries on the docket of all proceedings.
- Answer questions from parties and the public regarding cases and hearings.
- Monitor and track disposal of court exhibits.
- Assist in the accurate statistical reporting requirements of the Administrative Office.
- Performs Other Duties as assigned

### **Minimum Qualification Requirements**

Requires a minimum of five (5) years' work experience, preferably (but not necessarily) within the legal field. Extremely fast-paced position requires incumbent to be versatile and present a professional demeanor at all times, possess strong organizational, analytical, and oral/written communication skills. Accurate typing, solid computer skills and attention to detail required. Bachelor's degree or paralegal certificate preferred.

### **Information for Applicants**

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 17-19, 401 W. Central Blvd., Orlando, Florida 32801, or you can email a **PDF version** to [resume\\_orl@flmd.uscourts.gov](mailto:resume_orl@flmd.uscourts.gov), but not both. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

### **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 District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.