

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA
Office of the Clerk of Court

Date: June 1, 2007

POSITION:	Court Operations Specialist
SALARY RANGE:	\$34,972 - \$56,870 (CL 25)
CLOSING DATE:	June 8, 2007
LOCATION:	Gainesville, Florida

Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependant care reimbursement, and commuter benefits reimbursement. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicant must be a United States citizen. The selected candidate will be subject to a background check as a condition of employment.

POSITION OVERVIEW: A Court Operations Specialist maintains the official case events summary on the automated CM/ECF docket from case opening to final disposition. Related duties include: reviewing documents for compliance with federal and local rules; scanning paper documents; entering documents on automated docket; referring paper and electronic documents to chambers; preparing and transmitting notices, judgments and orders; issuing summons, warrants and writs; ensuring that all automated entries are appropriately scanned and linked for proper case management; answering case inquiries; interfacing with chambers staff; and various other case management duties. Additional duties include: processing mail, writing receipts, answering the telephone, checking in jurors, and assisting with the conduct of Naturalization ceremonies. This position will also be responsible for relieving courtroom deputies in the courtroom and processing related paperwork. In addition, the position will act as a back-up to the Automation Specialist who provides local support to the Clerk's Office and to Chambers.

MINIMUM QUALIFICATIONS: To qualify, a person must possess a high school diploma or equivalent and have at least two (2) years of progressively responsible clerical experience. College graduate preferred. Candidates must also have experience with automated systems, must be Internet- and computer-savvy, and must have a detailed familiarity with software tools including Word Perfect, Windows, Microsoft Word, Adobe Acrobat, and email systems such as Lotus Notes. In addition, experience in the use of Microsoft SharePoint would be very helpful but is not required. Prior federal court experience including CM/ECF is preferred. This position also requires the ability to balance the competing demands of varying workload responsibilities and deadlines in a timely manner. Effective interpersonal skills, professionalism, attention to detail, and critical thinking are also essential.

HOW TO APPLY:

Please submit an application with cover letter, resume, and reference list. Application for Judicial Branch Federal Employment (AO 78) may be obtained via the court's website at www.flnd.uscourts.gov. Your cover letter should be addressed to: Traci Abrams, Deputy in Charge. Please submit your packet to:

United States District Court
Northern District of Florida
Attn: Traci Abrams, RDIC
401 SE 1st Avenue, Room 243
Gainesville, Florida 32601-6895

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the clerk of court may elect to select a candidate from the original qualified applicant pool.

