

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

November 4, 2009

POSITION:	Administrative Coordinator
SALARY RANGE:	CL 27 / CL 28 (\$45,125 - \$87,903) Depending on Qualifications
LOCATION:	Tallahassee, Florida
START DATE:	Between December 7, 2009 and December 21, 2009 (Depending upon availability)

The United States District Court is accepting applications for an Administrative Coordinator. This position is responsible for conducting research, review, analyze and audit data, and develop a variety of organizational, financial, budgetary, statistical and/or operating reports for the purpose of analyzing operations and providing recommendations and assistance to senior management.

Duties: Collect, review, audit and analyze data and information, such as court operations and activities, budgetary and financial data, and other similar statistical data. Develop a variety of reports based on historical and current data, including statistics on court operations, revenue and expense projections, and similar information. Research budget or operational questions, problems, trends, and areas for efficiency/improvement related to the data being developed. Perform certification of payments n FAST. Responsible for quality control, ICE and internal audits. Provide backup for cashing out and deposit procedures. Manage the Citibank Travel Card Program and perform duties and responsibilities as the Agency/Organization Program Coordinator. Administer the attorney admissions program. Maintain all court appointed committees. Coordinate conferences, meetings and court ceremonies and other special events. Provide assistance to the Clerk and Chief Deputy. Provide backup to the human resources program. Other duties as assigned.

Qualifications: To qualify for the position of Administrative Coordinator, a minimum of two years of progressively responsible specialized experience in at least one but preferably two or more functional areas of budget or operational management and administration that provided knowledge of the rules, regulations, terminology, etc. Of the two years specialized experience, at least one year must be equivalent to work at the CL 26/CL 27. Or, completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field *closely related to the subject matter of the position*. Candidate must possess excellent written and oral communication skills, organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, and the ability to handle a wide range of program areas. Knowledge of MS Office Suite, Word Perfect and Lotus Notes.

Benefits and Hiring Policies: 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. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

HOW TO APPLY

Submit cover letter, *application form, a copy of your resume, references and salary history. Your cover letter should be addressed to: William M. McCool, Clerk, and should include a narrative statement of your background. Submit to:

United States District Court
Northern District of Florida
Attn: Ginger Jordan, Human Resources
111 North Adams Street, Suite 322
Tallahassee, Florida 32301

*You can obtain an application form on our web page at:
<http://www.flnd.uscourts.gov>

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. **The Clerk of Court will perform an initial screening of applications and resumes on November 19, 2009. Applications and resumes must be received by November 18, 2009 to be considered for the initial screening.** Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies. Applicant must be a U.S. citizen.

***THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF FLORIDA
IS AN EQUAL OPPORTUNITY EMPLOYER***

