

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT – COURT OPERATIONS SPECIALIST

Position Title: Court Operations Specialist
Vacancy Number: 21-09
Location: Tallahassee, Florida
Closing Date: Open Until Filled
Salary Range: CL 25 (\$42,747 – \$69,462) *
**Starting salary commensurate with experience and qualifications.*

POSITION OVERVIEW

The Clerk of Court for the United States District Court in the Northern District of Florida seeks a mission-driven professional to serve as a full-time Court Operations Specialist in the Tallahassee division of the court. A court operations specialist is employed by the Clerk of Court and represents the Clerk of Court in a wide variety of matters relating to case management. The Court Operations Specialist performs various operational, administrative, and technical functions related to case management including docketing, docket quality control tasks, maintaining and processing case information, managing the progression of cases, general clerical duties, and providing customer service in accordance with approved local and national rules and laws, internal controls requirements, and operational procedures. This position may also serve as relief courtroom deputy and occasional overnight travel is required.

REPRESENTATIVE DUTIES

Case Management

- Create and process new case files, include assigning case numbers, opening cases in the case management system, and preparing case files for tracking.
- Review filed documents for conformity with rules and regulations and ensuring event codes are entered accurately.
- Record summary entries of documents and proceeds; set schedules for briefing and record preparation.
- Perform civil docketing and criminal post judgment docketing.
- Prepare and analyze required reports. Check data from reports to meet quality assurance standards.
- Receive and docket terminating documents. Prepare and distribute judgments, orders, and deficiency notices.

- Check for prior or prohibited filings. Verify attorney's authority to practice before the court. Monitor exhibits and sealed documents for release. Verify and issue summons.
- Monitor assigned cases to ensure completion of required procedural steps. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage progression of assigned cases to final disposition, including the transmittal of records to other courts.

Intake

- Provide procedural or case information to the public, bar, and court without providing legal advice.
- Answer and route incoming calls and assist the public in the use of computerized databases.
- Assist with copying and preparing documents. Receive and stamp incoming documents, certify court documents, respond to court emails, and assist with the maintenance of court files.
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in the cash register, balance the cash drawer at the end of the day, and process credit card payments for filed documents.
- Sort, classify, and file case records, while maintaining the integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Process incoming and outgoing mail; maintain the mail meter and meter log. Receive and stamp incoming document to assist with the maintenance of court files.
- Manage or assist with jury selection and naturalization process.

Miscellaneous

- May serve as relief courtroom deputy, perform administrative responsibilities, and perform other duties as assigned.

QUALIFICATIONS

To qualify for this position, the incumbent must have:

- At least one year of progressively responsible clerical or administrative experience at the CL 24 level that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.
- A high school diploma, or the equivalent.
- Excellent communication and interpersonal skills displaying an ability to communicate effectively with a wide variety of individuals including members of the public, peers, executives, and judges.
- An ability to learn quickly and become proficient in the use of automated systems to accomplish work and apply rules, regulations, directives, or laws with accuracy.
- Demonstrated experience using technology, including proficiency in using electronic calendars, Microsoft Office programs, and Adobe Acrobat.
- Ability to maintain confidentiality and impartiality.

Preferred Qualifications

- Prior employment in a professional office environment, court, law firm, or other similar organization performing duties that require the interpretation, application, and knowledge of complex rules, procedures, and statutes.
- An Associate Degree, Bachelor's Degree, or higher education degree from an accredited college or university.

- Skill using automated case management systems and in handling administrative matters such as file maintenance, record keeping, and reporting.
- Experience in listening to and recording complex information, note taking, and producing professional, grammatically correct written summaries.
- Work experience that supports an ability to successfully manage multiple priorities.
- Good judgment and the ability to serve customers and others in a professional manner at all times, handle several tasks at once, produce accurate results, and the ability to work independently and collaboratively as part of a team.
- Ability to work with limited supervision as a self-starter.
- Ability to consistently demonstrate sound ethics, excellent judgment, a positive attitude, and a high level of professionalism.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to candidates for review on our website at www.flnd.uscourts.gov. The judiciary offers generous benefits including paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position will be in the Tallahassee division of the United States District Court for the Northern District of Florida. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits. This position is classified as a sensitive position; therefore, the successful applicant will be required to submit to a background clearance which will include a criminal history. Any applicant selected for this position will be hired provisionally pending successful completion of the background check. Retention will depend upon a favorable suitability determination of the background check.

Qualified applicants should submit a resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: Vacancy Announcement 21-09
United States District Court
Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

Applications may also be submitted electronically to Andrea.Zern@flnd.uscourts.gov. This position is open until filled.

This position is open until filled. The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER