

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA**



**CAREER OPPORTUNITY  
Vacancy Announcement – Judicial Assistant  
To the Honorable M. Casey Rodgers, United States District Judge**

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**Position Title:** Judicial Assistant – Vacancy # 21-12  
**Location:** Pensacola, Florida  
**Start Date:** Open until Filled  
**Grade:** JSP 9/01 – JSP 11/10  
**Salary:** \$53,433 - \$84,049\*

\*Starting salary commensurate with work experience and prior pay history.

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**POSITION OVERVIEW**

The United States District Court for the Northern District of Florida is seeking qualified applicants for the position of Judicial Assistant to the Honorable M. Casey Rodgers in the Pensacola Divisional office.

**REPRESENTATIVE DUTIES**

The Judicial Assistant is directly responsible for assisting the District Judge with a variety of case-related and professional administrative tasks, as well as overseeing the daily operations of the Judge's chambers, including monitoring the court's electronic filing system, organizing and maintaining case filings and materials needed for hearings and trials, and drafting letters and administrative orders. Representative duties include, but are not limited to:

- Assisting in the preparation of written orders, including proofreading and cite checking.
- Responding to inquiries from attorneys, litigants, court staff, and the public regarding the status of cases, scheduling hearings, and general case management issues, without providing legal advice
- Receiving and screening visitors, telephone calls, and correspondence
- Docketing court orders electronically
- Organizing and maintaining case files
- Preparing case files for upcoming hearings and trials
- Daily review of Case Management/Electronic Case Files (CM/ECF) reports to identify new filings needing action by the Judge or staff
- Arranging and managing the Judge's calendar, in coordination with the Judge, litigants, attorneys, the clerk's office, and others
- Drafting correspondence, procedural orders, legal documents, reports, and statistics
- Preparing travel itineraries, arrangements, and vouchers

## QUALIFICATIONS AND REQUIREMENTS

The successful candidate must possess:

- a high school diploma, or the equivalent
- At least two years of progressively responsible general clerical, secretarial, or administrative experience that provided the knowledge, skills, and abilities to successfully perform the duties of the position
- 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
- Demonstrated experience using technology, including proficiency in using electronic calendars, Microsoft Office and Excel programs, and Adobe Acrobat
- Demonstrated ability to understand material contained in legal opinions and orders
- Ability to consistently demonstrate sound ethics, excellent judgment, and a positive attitude
- Starting salary range will vary pursuant to the chart below, depending on years of specialized experience, which is defined as progressively responsible secretarial or administrative experience including responsibility as the principal office assistant to a supervisor dealing with law related matters

| Judiciary Salary Plan | Years of General Experience | Years of Specialized Experience | Salary Range         |
|-----------------------|-----------------------------|---------------------------------|----------------------|
| 9                     | 2                           | 4                               | \$53,433 - \$69,462  |
| 10                    | 2                           | 5                               | \$58,842 – \$76,499  |
| 11                    | 2                           | 6                               | \$ 64,649 – \$84,049 |

## PREFERRED QUALIFICATIONS

- Prior employment that required legal research and required familiarity with legal databases, such as Lexis, Westlaw, CM/ECF
- A bachelor's degree from an accredited college or university in the field of public administration, business, law, political science, criminal justice, management, or other related academic discipline
- Experience in a federal or state court system or other business or legal field requiring the interpretation, application, and knowledge of complex rules, procedures, and statutes

## APPLICANT INFORMATION

Qualified applicants should submit a cover letter, current resume with contact information, including a current email address, completed Judicial Branch Federal Employment Application AO-0078 (available at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov)), and a list of three professional references to:

Address: Honorable M. Casey Rodgers  
United States Federal Courthouse  
One North Palafox Street  
Pensacola, Florida 32502

Email: [FLND\\_rodgers@flnduscourts.gov](mailto:FLND_rodgers@flnduscourts.gov)

OSCAR: <https://lawclerks.ao.uscourts.gov>

Submission of application packets by Facsimile will not be accepted. Due to the volume of applications typically received, receipt of individual applications will not be acknowledged.

All applications will be considered when received. Applicants will bear their own expenses in the interview process, and interviews may be conducted remotely, at the Judge's discretion. The court is not authorized to reimburse candidates for travel or moving expenses.

Because the position of judicial assistant is a sensitive position within the judiciary, the selected candidate will be subject to a criminal history background check and 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 successfully completed.

#### **ADDITIONAL APPLICANT 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 a Code of Conduct for Judicial Employees, which is available to candidates for review on our website, [www.flnd.uscourts.gov](http://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 and a portable savings plan with matching contributions.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without filling the position, either of which actions may occur without prior written or other notice.

The hours and schedule for this position will be determined once a candidate is selected. 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 deposit.

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