

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



CAREER OPPORTUNITY ANNOUNCEMENT

Position Title: Court Operations Specialist
Vacancy Number: 26-14
Location: Pensacola, Florida
Closing Date: Open Until Filled
Salary Range: CL 25 (\$49,361 – \$80,265)
Starting salary commensurate with experience and qualifications.

POSITION OVERVIEW

The Clerk of Court for the United States District Court for the Northern District of Florida is seeking qualified applicants for the position of Court Operations Specialist. This position is in the Pensacola divisional office of the court. A Court Operations Specialist is employed by and represents the Clerk of Court in a wide variety of matters related to case management. A Court Operations Specialist performs various operational, administrative, and technical functions and is responsible for docketing; maintaining and processing case information and official court records; managing the progression of cases to final disposition; monitoring cases for the completion of required procedural steps; reviewing filed documents to determine conformity and taking appropriate action; ensuring all orders and automated entries are appropriately and accurately docketed; performing docket quality control measures; performing necessary noticing and administrative tasks; providing customer service and, as required, cashier duties; performing general clerical duties; and providing customer service in accordance with approved local and national rules and laws, internal controls requirements, and operational procedures. A Court Operations Specialist may also perform relief courtroom deputy duties including attending and logging court proceedings, performing related case management tasks, and processing court orders. Occasional overnight travel may be required.

REPRESENTATIVE DUTIES

- Manage civil and, as required, criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Process notices of appeal and appeal-related documents.

- Create and process new case files, including opening cases in the court's electronic case management system; docketing initial case opening events, as necessary; and assigning case numbers. Sort, classify, and file case records. Audit cases for closing.
- Review filed documents for conformity with rules and regulations.
- Perform docketing tasks in civil and, as required, criminal cases to include recording summary document and proceeding entries; setting schedules for briefing and record preparation; receiving and docketing terminating documents; preparing and distributing 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.
- Perform quality control tasks on all filings to ensure the docket is accurate; all documents are timely entered on the docket; and all case management and docketing requirements have been met. Monitor assigned cases to ensure timely progression and completion of required procedural steps.
- Assist with the orderly flow of proceedings and court ceremonies, including setting up the courtroom; assuring the presence of all participants; and assisting jurors, presenters, or other members of the public.
- Answer and route incoming calls and assist the public in the use of computerized databases. Provide procedural or case information to the public, litigants, attorneys, and court staff without providing legal advice.
- Assist the public with electronic and paper files. Receive, file stamp, and scan documents filed in paper over the intake counter or by mail for filing in the electronic case management system. Certify court documents.
- 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 in accordance with national and local policies and internal control requirements.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick up, sort and process mail and maintain the mail meter and meter log.
- Perform other duties as assigned, including, but not limited to: general clerical support; relief courtroom deputy support; and assisting with court ceremonies and events.

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.
- The ability to serve customers in a professional manner at all times.
- 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 and consistently demonstrate sound ethics, excellent judgment, a positive attitude, and a high level of professionalism.
- Work experience that supports an ability to successfully manage multiple priorities.

- Ability to work with limited supervision as a self-starter.

PREFERRED QUALIFICATIONS

- An associate degree, bachelor's degree, or higher education degree from an accredited college or university.
- 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.
- 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.

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

To be considered, an applicant must be a U.S. citizen, 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 criminal history and FBI investigation. The applicant selected for this position will be hired provisionally pending successful completion of the background investigation. Retention will depend upon a favorable suitability determination following the investigation.

Qualified applicants should submit a cover letter, 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 26-14
United States District Court for the Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

Applications may also be submitted electronically to (careers_flnd@flnd.uscourts.gov). This position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time or hire multiple candidates for this position without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER