



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division

VACANCY ANNOUNCEMENT

Generalist Clerk

CL 24 \$32,603 - \$40,779 (to start)

Announcement No. 08-32 Position Closes: Open Until Filled Available: October 1, 2008
This position is for a one year one day term with benefits and the possibility of becoming a permanent position

Representative Duties

This position is located in the Clerk's Office of the District Court, and provides support to jury operations and the docket clerk staff. This is a subordinate position to the Jury Administrator.

Assists the Jury Clerk in the ongoing operations of jury administration in the following areas:

- Summons jurors and maintains attendance records for petit and grand juries.
- Reviews juror requests to be excused, providing recommendations to the Court in accordance with the policies established by the United States Code and the Plan for the Qualification and Selection of Grand and Petit Jurors for the Middle District of Florida.
- Notifies all jurors of changes in reporting status, including dates and times of required service, as such changes occur.
- Conducts juror orientation and instructs jurors as to their duties and court procedures. Advises jurors as to all particulars of jury service including payment, excuses, and rights under the Jury Act, responding to all questions.
- Maintains records and ensures that juror payments are properly made by preparing payment vouchers, and resolves problems and complaints arising from such actions. Prepares vouchers for payment of vendors.
- Compiles statistical reports. Prepares monthly jury statistical reports for submission to the Administrative Office. Maintains in-house statistics necessary to monitor juror usage by division, judge, and nature of case.
- Provides judges with whatever data or information is necessary to demonstrate compliance with the district's jury plan and federal statutes, monitoring compliance with same.
- Assists with the tasks associated with the emptying and refilling of the Master and Qualified Jury Wheels for all divisions of the Middle District of Florida.
- When needed assists the docket clerks.
- Coordinates the scheduling of attorney admissions and naturalization ceremonies.

Minimum Qualification Requirements

Requires a minimum of two (2) to three (3) years of progressively responsible clerical/administrative experience which demonstrates knowledge of the rules, regulations, and terminology of the area of financial administration and/or accounting. Incumbent must possess strong office and organizational skills, excellent communication skills; solid data entry and PC skills required with demonstrated ability to work with spreadsheets.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attn: 08-32, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 by September 19, 2008. Facsimiles will not be accepted. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.