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

VACANCY ANNOUNCEMENT

Administrative Manager

CL 28/29/30 - $54,087 - $95,010 *

Announcement No. 09-18 **Position Closes:** Open Until Filled **Available:** Immediately

Representative Duties

- Manages and oversees day-to-day operations of accounting and procurement. Prepares the annual spending plan and monitors the courts budget. Makes budget related recommendations to management regarding funding levels for various programs.
- Prepares and oversees the preparation of recurring reports of obligations and expenditures for management and the Administrative Office (AO).
- Accounts for and reports all monies received and held in the court. Monitors spending to identify problem areas.
- Develops and maintains, with the clerk of court, a system of internal controls.
- Tracks and updates the Personnel Projection System (PPS) budgeting tool in conjunction with Human Resources to include reconciling with the AO's bi-weekly payroll report and preparing staffing scenarios.
- Ensures adherence to the Guide to Judiciary Policies on budget, financial, and procurement matters.
- Reviews audit findings and develops and maintains internal controls manuals.
- Prepares and analyzes a variety of reports for the clerk's office, the Administrative Office, and various outside agencies.

Minimum Qualification Requirements

Requires high school diploma and preferably related college degree with three to five years of related work experience. Excellent working knowledge of accounting practices, procedures, and automated accounting systems. Excellent working knowledge of laws and regulations relating to appropriateness of payment. General knowledge of court operations and functions. Ability to communicate effectively both orally and in writing. Must possess the capability to analyze financial, budget, and procurement operations and develop recommendations for improvements.

Information for Applicants

Submit cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 09-18, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

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.
*Promotion eligibility to a CL 30.

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.