



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

**VACANCY ANNOUNCEMENT**

**Mail/ File Room Clerk**

CL 23 - \$26,781 - \$33,477 \*

**Announcement No. 09-14 Position Closes: Open Until Filled**

**Available: Immediately**

This position is for a one year one day term with benefits and the possibility of becoming a permanent position

**Representative Duties**

- Receives and processes all incoming and outgoing mail for the Circuit and District Court from various outside sources, such as U.S. Postal Service, UPS, FedEx, etc., which includes opening, sorting and routing to the appropriate areas, including chambers.
- Delivers files and incoming mail from the clerk's office to judge's chambers, and retrieves files and orders from judges' chambers for delivery to the clerk's office.
- Places orders for general office supplies, including stocking and maintaining sufficient inventory.
- Checks deliveries and invoices against supply requests for type, quantity and condition.
- Meets with requesters to ensure full understanding of the need and that the proposed purchase will satisfy the need.
- Maintains GSA and other supplier catalogs for review by unit personnel in making or suggesting kind and type of item needed.
- Monitors supply inventory and provides administrative supervisor with list of needs.
- Prepares outgoing records shipments to, and retrieves records from the Federal Records Center.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Sorts, classifies and files case records.
- Retrieves files and makes copies of records for court personnel, attorneys, and others.
- Monitors maintenance and repairs of general office equipment.
- Operates a variety of copying and records equipment.

**Minimum Qualification Requirements**

Requires high school graduate or equivalent with a minimum of two (2) years of progressively responsible secretarial/administrative experience which demonstrated the particular knowledge, skills, and abilities to successfully perform the above-listed duties of this position. Incumbent must present a professional demeanor; possess strong office and organizational skills, careful attention to detail, excellent oral and written communication skills, and solid computer skills (WordPerfect for Windows experience desired).

**Information for Applicants**

Resume and cover letter to Human Resources Manager, Clerk's Office, Attention: 09-14, 401 W. Central Blvd., Room 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.

## **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.