

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT - ADMINISTRATIVE ASSISTANT TO THE  
CLERK OF COURT

---

Position Title: Administrative Assistant to the Clerk of Court  
Vacancy Number: 19-3  
Location: Pensacola, Florida  
Closing Date: Open Until Filled  
Salary Range: CL 25/26 (\$41,140 – \$73,637)  
*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 highly organized, detail oriented, and motivated applicants for the position of administrative assistant to the clerk of court. This is a professional position located in Pensacola, Florida. The incumbent performs and coordinates administrative matters relating to various administrative areas and ensures compliance with appropriate guidelines, policies, and approved internal controls. The incumbent coordinates district-wide projects and provides status reports to the clerk of court. The incumbent assists with the planning and coordination of court meetings, events, and ceremonies.

**REPRESENTATIVE DUTIES**

- Maintains the executive calendar, travel records, and official files for the clerk of court.
- Drafts, edits, and distributes executive correspondence, memorandums, legal documents, and other official documents for the clerk of court, chief deputy, and senior management.
- Coordinates conferences, meetings, and court ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assists in the preparation of agendas; acts as secretary for meetings, preparing materials, and taking and distributing minutes of proceedings.
- Arranges travel and prepares travel vouchers for court unit executive and professional staff in accordance with policies and regulations. Audits and reviews travel vouchers.
- Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public, judges and their staff, other court support units, other courts, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters. Researches inquiries and develops responses for the clerk and chief deputy and/or responds directly, as delegated.

- Receives, screens, and routes mail to appropriate persons or offices. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the court to appropriate individuals. Maintains correspondence control records and electronic files and follows-up on correspondence delegated for completion by senior staff. Disseminates communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Assists with the annual internal controls review, including updating the Internal Control Manual and cyclical audit requirements.
- Makes small purchases and maintains supplies for the clerk of court and administrative staff.
- Performs research and analysis on a variety of clerk's office procedural matters and assists with drafting and developing policies.
- Coordinates the collection of data from divisional offices for preparation of reports to the Administrative Office and to the Eleventh Circuit Court of Appeals.
- Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements; always demonstrates sound ethics and good judgment; and handles confidential and sensitive information appropriately.
- Performs other job-related duties, as assigned.

## QUALIFICATIONS

To qualify for this position the incumbent must have:

- Minimum of three (3) years of progressively responsible administrative experience which demonstrates the knowledge, skills, and abilities to successfully perform the above-listed duties of this position. A college degree may be substituted for 2 years of experience.
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail with strong office and organizational skills;
- Excellent oral and written communication skills;
- Ability to maintain confidentiality and use sound judgment;
- Strong interpersonal skills and the desire to work in a fast-paced, team environment;
- Professional demeanor, strong work ethic, and the ability to work with limited supervision; and,
- Accurate typing, strong computer skills, and commitment to the use of technology to increase efficiency and further the mission of the court.

### Other Preferred Qualifications

- Bachelor's degree preferred.
- Familiarization with Microsoft Office and affiliated programs preferred.

## 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](http://www.flnd.uscourts.gov). Judiciary benefits include 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**

This position will be located in the Pensacola Division of the United States District Court for the Northern District of Florida. 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. This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention will depend upon a favorable suitability determination of the investigation.

Qualified applicants should submit a cover letter, a completed AO78 application form (available at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov)), a copy of your resume, 3 references, and salary history. Your cover letter should be addressed to: Jessica J. Lyublanovits, Clerk of Court, and should include a narrative statement of your background. Submit application materials to:

Attn: Vacancy Announcement 19-3  
Northern District of Florida  
Office of the Clerk of Court  
111 N. Adams Street Suite 322  
Tallahassee, FL 32301

Applications may also be submitted electronically to [Charmaine\\_Steiner@flnd.uscourts.gov](mailto:Charmaine_Steiner@flnd.uscourts.gov). To receive first consideration the application must be received by close of business on Friday, May 24, 2019. The position is open until filled.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

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