

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA  
Office of the Clerk of Court**

**Date: April 7, 2006**

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<b>POSITION:</b>	<b>Clerk Generalist</b>
<b>SALARY RANGE:</b>	<b>\$34,340 - \$55,876 (CL 25)</b> <b>(With Promotion potential to CL 26)</b>
<b>CLOSING DATE:</b>	<b>April 20, 2006</b>
<b>LOCATION:</b>	<b>Panama City, Florida</b>

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Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependant care reimbursement, and commuter benefits reimbursement. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicant must be a United States citizen. The selected candidate will be subject to a background check as a condition of employment.

**POSITION OVERVIEW:** The Clerk Generalist position maintains the official case events summary on the docket from case opening to final disposition, as well as, provides IT support to the Clerk's Office and Chambers. Duties include: reviewing documents for compliance with federal and local rules; entering documents on automated docket; refers orders to chambers; prepares and transmits notices, judgments and orders; issues summons, warrants and writs; and various other case management duties. IT duties include: knowledge of Microsoft Windows, WordPerfect, E-Mail and Novell. Ability to troubleshoot Personal Computer, Networking, PBX, Sound and Evidence Presentation issues. Additional required duties relating to court operations are: processing mail, managing intake, receipt writing, answering the telephone and other duties as assigned.

**MINIMUM QUALIFICATIONS**

To qualify, a person must be a high school graduate or equivalent and have two years of progressively responsible clerical experience. Skill using automated systems. Ability to balance the demands of varying workload responsibilities and deadlines in a timely manner. Good interpersonal skills. College graduate preferred.

**HOW TO APPLY**

Please submit an application with cover letter, resume, and reference list. Application for Judicial Branch Federal Employment (AO 78) may be obtained via the court's website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov). Your cover letter should be addressed to: William M. McCool, Clerk. Submit to:

United States District Court  
Northern District of Florida  
Attn: Ginger Jordan, Human Resources Specialist  
111 North Adams Street, Suite 322  
Tallahassee, Florida 32301  
(850) 521-3531

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the clerk of court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF FLORIDA IS AN  
EQUAL OPPORTUNITY EMPLOYER***

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