

**United States District Court  
District of Puerto Rico  
Office of the Clerk**

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Clerk of Court



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## **Vacancy Announcement 23-04**

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

**Position Title:** Operations Specialist  
**Position Type:** Full-time  
**Grade:** Classification Level CL-24 with promotion potential to a CL-27 without further competition  
**Starting Range:** \$41,368.00 + 2.81% Cost of Living Allowance  
**Open Date:** Tuesday, April 25, 2023  
**Closing Date:** Open until filled

### **Position Overview**

The Office of the Clerk of the United States District Court for the District of Puerto Rico is now accepting applications for an Operations Specialist position. This position is located in the Operations Division of the Clerk's Office and reports directly to the Assistant Operations Manager.

The Operations Specialist is responsible for ensuring the veracity and efficiency of the court's Case Management/Electronic Case Files (CM/ECF) system and for quality assurance of all electronic entries. The incumbent supports the public intake functions, and assists regularly assigned courtroom deputies, as required.

### **REPRESENTATIVE DUTIES**

The representative duties of this position include but are not limited to the following:

- ❖ Thoroughly performs daily quality checks on entries in the CM/ECF database to ensure the accuracy and completeness of the information. Consistently maintains and logs user errors and generates deadline and deficiency notices.
- ❖ Assists the public, attorneys, and other court-related agencies on case status, court procedures, and filing processes. Retrieves files and makes copies of records for court personnel, attorneys, and others. Prepares and ships records to the Federal Records Center. Assists the public in the use of the public electronic records database. Provides general information to pro se litigants in processing case information during the initial filing of court documents in accordance with procedures and rules. Processes documents and records requests, including documents reproduction, preparation and certification. Sorts and processes incoming and outgoing mail; scans and converts documents into imaged files.

- ❖ On a backup basis, attends court sessions and swears witnesses, juries, and interpreters. Assists with the orderly flow of proceedings, including setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval. Acts as liaison between the Clerk's Office, the Bar, the public, and judges to ensure that cases and court hearings proceed smoothly and efficiently. In the absence of the assigned courtroom deputy clerk, serves as a primary source of information on scheduling and case processes.
- ❖ Performs any other duties assigned by the Operations Manager or Assistant Operations Manager.

## QUALIFICATIONS

To qualify for this position the candidate must be a high school graduate and have a minimum of two years of specialized experience.

### Specialized Experience

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

## PREFERRED QUALIFICATIONS

- ❖ Possess a bachelor's degree from an accredited college or university;
- ❖ Legal or court experience is highly preferred;
- ❖ Ability to communicate effectively both orally and in writing in the English language is critical;
- ❖ Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential;
- ❖ Ability to maintain confidentiality and use sound judgment;
- ❖ Professional demeanor and strong work ethic;
- ❖ Must be proficient in Microsoft Word and Excel, and other computer applications.

## APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov)
- 2) **Cover Letter** stating the reasons for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

You must submit ALL required documents **as a single PDF document** to [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov).

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter and on the subject line of your e-mail. Incomplete packages will not be considered.

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice.

False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

**NO TELEPHONE CALLS WILL BE ACCEPTED.**

**CONDITIONS OF EMPLOYMENT**

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of an FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

**The United States District Court is an Equal Opportunity Employer**