

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Generalist Clerk	Announcement #:	13-CO-03
Appointment:	Temporary, Full-time and/or Part-time		
Location:	Charleston, WV		
Starting Salary:	CL – 23, step 1 (\$14.91 per hour)		
Opening Date:	April 5, 2013		
Closing Date:	Open until filled - Resumes received by April 15, 2012 will receive first consideration.		

REPRESENTATIVE DUTIES:

Perform administrative and clerical duties relating to master jury wheel refill. Record the jury questionnaire process. Prepare documents prior to scanning. Ensure quality of scanned documents. Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have at least two years of general experience. General experience is progressively responsible administrative or general clerical work experience. Skills such as record keeping, sorting, distributing mail, filing alphabetically and numerically, and photocopying are particularly useful in this position. Dependability, reliability, good organizational skills and the ability to manage multiple tasks is required.

EMPLOYEE BENEFITS:

This position is eligible to accrue annual and sick leave.

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

Submit a resume to the mailing address or email address listed below. To receive first consideration, resume must be received by **April 15, 2013**. Only applicants selected for interview will be contacted. More than one position may be filled from this announcement.

Korin Parsons, Human Resources Specialist
Attn: Vacancy Announcement 13-CO-03
P.O. Box 2546
Charleston, WV 25329-2546
Email: korin_parsons@wvsc.uscourts.gov

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.