

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

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Generalist Clerk	Announcement #:	13-CO-08
Appointment:	Temporary, Full-time and/or Part-time (90 days to 1 year or less)		
Location:	Charleston, WV		
Starting Salary:	CL – 23, step 1 (\$14.91 per hour)		
Opening Date:	August 12, 2013		
Closing Date:	Open until filled - Résumés received by August 16, 2013 will receive first consideration.		

JOB SUMMARY:

The Court is recruiting a well-organized, detail-oriented individual who possesses exceptional interpersonal skills. The Generalist Clerk will perform a variety of administrative and clerical duties in the Clerk’s Office.

REPRESENTATIVE DUTIES:

Prepare documents prior to scanning. Ensure quality of scanned documents. Route documents to proper offices or persons. Perform miscellaneous duties related to intake duties in the Clerk’s Office. 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, photocopying, inputting data, and typing 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:

To apply, submit a current résumé to the mailing address or email address listed below, reference Vacancy #13-CO-08. To receive first consideration, résumé must be received by **August 16, 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 # 13-CO-08
P.O. Box 2546
Charleston, WV 25329-2546
Email: korin_parsons@wvsd.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.