

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

**TEMPORARY EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Generalist Clerk	<b>Announcement #:</b>	14-CO-03
<b>Appointment:</b>	Full-time; Temporary (1 year and 1 day)		
<b>Location:</b>	Charleston, WV		
<b>Starting Salary:</b>	CL – 23, (\$31,009-\$38,790)		
<b>Opening Date:</b>	December 20, 2013		
<b>Closing Date:</b>	Open until filled - Résumés received by <b>December 31, 2013</b> will receive first consideration.		
<b>Open To:</b>	All qualified applicants		

**JOB SUMMARY:**

The Court is recruiting a well-organized, detail-oriented individual who possesses exceptional interpersonal skills. The Generalist Clerk performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The incumbent receives and reviews incoming court documents for conformity with federal and local rules.

**REPRESENTATIVE DUTIES:**

Prepare documents prior to scanning. Ensure quality of scanned documents. Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices or persons. Enter a high volume of complex data into an automated case management system. Assist in entering certain types of documents and proceedings on the docket, and create and/or update certain mailing lists, including addresses. Sort, classify, and file case records. Retrieve files and make copies of records for court personnel, attorneys, and others. 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, the ability to manage multiple tasks, while paying close attention to detail is required. A qualified candidate is able to enter a high volume of complex data into an automated case management

system accurately, adhere to stringent deadlines, and demonstrate strong oral and written communication skills. The ideal candidate is able to work with minimal supervision while maintaining an acceptable level of productivity. Skill in the use of Microsoft Word and Adobe Acrobat is required. Legal experience is preferred.

**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 cover letter and current résumé to the mailing address or email address listed below, referencing Vacancy #14-CO-03. To receive first consideration, application materials must be received by **December 31, 2013**. Only applicants selected for interview will be contacted.

U. S. District Court – Southern West Virginia  
Attn: Vacancy # 14-CO-03  
P.O. Box 2546  
Charleston, WV 25329-2546  
Email: [human\\_resources@wvsd.uscourts.gov](mailto:human_resources@wvsd.uscourts.gov)

More than one position may be filled from this announcement. 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.*