

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

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Generalist Clerk (<i>More than one position may be filled</i>)
Announcement #:	14-CO-08
Appointment:	Full-time, Temporary (not-to-exceed date to be determined)
Location:	Charleston, WV
Starting Salary:	CL-24 (\$34,703 - \$56,417)
Opening Date:	June 24, 2014
Closing Date:	Open until filled - Résumés received by June 27, 2014 will receive first consideration.
Open To:	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 also provides assistance with jury management.

REPRESENTATIVE DUTIES:

Assist customers at intake counter, accept documents, inform customers of required fees, receive payments and issue receipts. Secure funds in cash register and balance funds at the end of the day.

Receive deliveries and process accordingly.

Scan and convert documents filed over the counter and from the U.S. Mail into PDF image files.

Assist the public in the use of computerized databases. Provide basic information to the public without providing legal advice.

Maintain integrity of filing system by monitoring proper access to records and accurate filing of documents. Prepare, send, and retrieve records from the appropriate Federal Records Center. Make copies of records for court personnel, attorneys and others. Upon request, certify court documents.

Scan, copy, file, sort and process mail. Maintain mail meter and meter log. Receive stamp all incoming documents.

Provide support and assistance to visiting judges.

Prepare juror orientation material, conduct juror orientation, and assist jurors with their logistical needs (parking, lodging, refreshments, etc.).

Process returned summons, including data entry and excusal letters. Maintain jury management system by updating juror attendance and selection data. Provide support and assist jurors during jury service.

Process payments and reimbursements for jurors and prepare attendance certificate on behalf of jurors.

Open new cases into CM/ECF. Perform docketing as assigned.

Prepare and issue service of process.

Prepare docket sheets and orders for non-electronic cases for entry into CM/ECF/dockets same.

Assist the public with electronic and paper files. Answer help desk calls, assisting attorneys and pro se litigants with filing questions and case status.

Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

Provide backup coverage for team members and other departments, as required. Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have a minimum of one year of progressively responsible clerical experience. A qualified candidate is able to enter a high volume of complex data into an automated case management system accurately, adhere to stringent deadlines, demonstrate strong oral and written communication skills, organization and analytical skills, and interact effectively with judges, attorneys, litigants, and court personnel. Skill in the use of Microsoft Word and Adobe Acrobat is required. The ideal candidate is able to work with minimal supervision while maintaining an acceptable level of productivity. Familiarity with electronic case filing, especially the Case Management/Electronic Case Filing system, knowledge regarding court operations, the ability to work independently and without supervision, and experience in the legal field is desirable. A Bachelor's Degree is preferred, but not required.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System. Temporary positions with a not-to-exceed (NTE) date of 90 days to 1 year or less are eligible to accrue annual and sick leave and are paid for

10 federal holidays per year. Temporary positions with a not-to-exceed (NTE) date of 1 year and 1 day are entitled to benefits that include: Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years; Paid sick leave in the amount of 13 accrued days annually; 10 paid holidays per year; Mandatory participation in the Federal Employees' Retirement System and Social Security; Thrift Savings Plan (optional retirement savings plan with immediate employer matching); Federal Employees Health Benefits Program; Federal Employees Vision and Dental Insurance Program; Federal Employees Group Life Insurance Program; Flexible Benefit Program (pre-tax contributions for health insurance premiums, health care and dependent care expenses); Long Term Care Insurance Program options; Long Term Disability Plan option; and Periodic salary increases.

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 receive first consideration, application materials must be received by **June 27, 2014** at the mailing address or email address listed below. Please reference **Vacancy #14-CO-08**. Only applicants selected for interview will be contacted.

U. S. District Court – Southern West Virginia
Attn: Vacancy # 14-CO-08
P.O. Box 2546
Charleston, WV 25329-2546
Email: korin_parsons@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.