

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3309
Opening Date: October 29, 2015
Closing Date: Open until filled



GENERALIST DEPUTY CLERK
(Docket Clerk)
CL 24/25
Salary Range: \$36,630 - \$65,780
depending upon experience
More than one position may be filled

THE UNITED STATES DISTRICT COURT CLERK'S OFFICE, ATLANTA DIVISION, HAS AN **IMMEDIATE OPENING** FOR A **GENERALIST DEPUTY CLERK - DOCKETING SECTION**.

REPRESENTATIVE DUTIES MAY INCLUDE: Makes summary entries of all documents and proceedings on the docket, including but not limited to, pleadings, petitions, motions, complaints, minutes, and orders; assists in case management; prepares and transmits items such as notices, judgments, and orders to appropriate parties; informs parties when a judgment or appealable order is entered on the docket; answers inquiries on case status; opens cases upon receipt of initiating documents such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents; performs quality control reviews of electronically filed pleadings, noting errors and following appropriate procedures to correct; responds to questions and requests for assistance from members of the bar on the use of electronic case filing; reviews e-filed documents that require action by the court or docket clerk and takes appropriate action; and performs all other duties as may be assigned.

MANDATORY QUALIFICATIONS: The successful candidate must be a high school graduate or equivalent and possess one or more years of specialized experience. To be appointed at the CL 24 level, at least one year of that experience must be equivalent to work at the CL 23 level. To be appointed at the CL 25 level, one or more years of specialized experience must be equivalent to work at the CL 24 level. *Proficiency in and ability to do frequent/continuous keyboarding is a requisite for the position.* The candidate must type a minimum of 30 words per minute. A typing test (3 minute timing) will be administered to qualified applicants prior to scheduling an interview.

PREFERRED QUALIFICATIONS: Preference will be given to those candidates who have a college degree.

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 services organizations, insurance companies, real

**Generalist Deputy Clerk
Vacancy Announcement # 16-02**

estate and title offices, and corporate headquarters or human resources/payroll operations. The particular knowledge and skills needed to perform the duties of this position include filing, telephone usage, typing, record keeping, compiling and reporting statistical data, and making detailed, accurate entries using computer/PC equipment.

SPECIAL REQUIREMENTS: Applicants will be required to lift up to 40 pounds (volumes of case files, boxes to be archived, etc.).

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #16-02, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.