

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Submit Resume To:
Human Resources/Personnel
Room 2013 U.S. Courthouse
75 Ted Turner Drive, SW
Atlanta, Georgia 30303-3309
Opening Date: February 18, 2016
Closing Date: March 7, 2016, or until filled



GENERALIST CLERK (RECORDS)
CL 23
Starting Salary: \$33,484

promotion potential to CL 24 without further competition

The United States District Court Clerk's Office has an immediate opening for a **GENERALIST CLERK (RECORDS)**. This is an entry level operational court support position. The incumbent will be responsible for the maintenance of both paper and electronic records.

REPRESENTATIVE DUTIES INCLUDE: Scans paper documents into electronic format and ensures the creation of an accurate duplicate electronic document. Quality-checks all scanned documents to ensure each has been uploaded and organized appropriately. Manages files by appropriately naming and placing scanned documents. Maintains listings of records through Excel. Manually closes cases by reviewing case files for accuracy, ensuring all documents are properly included in the appropriate order. Files documents meeting requirements and prepares case files. Routes documents to proper offices/persons after acceptance. Sorts, classifies, and files case records. Maintains integrity of filing system by such means as timely and accurate filing of documents. Retrieves files and makes copies of records for court personnel, attorneys, and others within specified time limits. Prepares and ships records to the appropriate Federal Records Center; retrieves records from centers when needed. Assists in the relocation of files to designated storage space within Clerk's Office. Assists docket clerks with the production of paper case files from electronic records. Operates a variety of copying, scanning, and records equipment. Performs other duties as may be assigned.

MANDATORY QUALIFICATIONS: To qualify for appointment at CL 23, the successful candidate must be a high school graduate or equivalent and possess two years of general experience or have a college degree. Keyboarding and data entry skills are necessary for file management and data entry for maintaining lists of records. Must display a pleasant attitude and work well with others; be mature, responsible, reliable, and organized; have the ability to take initiative and work in a team-based environment. Legal work experience or specialized skills may lead to a higher placement within the classification level (CL).

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, skill in sorting, organizing, and filing documents; ability to scan and upload documents to appropriate electronic folder(s); skill in using standard office equipment (computers, copiers, printers, scanners, fax machines, etc.). A typing test and a skills assessment test will be administered.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

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

PHYSICAL REQUIREMENTS: The selected candidate must be able to bend, pull, push, and lift up to 40 pounds, and reach, walk, and/or stand for extended periods.

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 #16-11, 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 testing. Interview and relocation expenses are not reimbursable.