

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

Vacancy Announcement: 23-17

Opening Date: April 11, 2023

Closing Date: Open until filled; early application encouraged.



More than one position may be filled.

Generalist Clerk – Administrative Services

DUTY STATION: ATLANTA, GA

CL 23 - 24 (\$39,448 - \$54,607)

The United States District Court for the Northern District of Georgia seeks high achievers interested in a long-term career in public service with the federal judiciary to serve as a **Generalist Deputy Clerk – Administrative Services** in the exciting and growing city of Atlanta, Georgia. The candidate should be well-organized and detail-oriented with exceptional interpersonal skills and a desire to work with and serve the public.

REPRESENTATIVE DUTIES: The Generalist Clerk works in Administrative Services, reporting to the Operations Manager. This position shares duties between the Administrative and Intake Sections of the Clerk's Office. In the Intake Section, the Generalist Clerk performs new case intake and cashier duties, processes copy requests and records searches, and assists customers at the public counter. In Administrative Services, the Generalist Clerk answers telephone and other routine inquiries and provides assistance to the public, judges and chambers staff, other court support units, other courts, members of the bar, and the media. This position assists with attorney admissions and processes pro hac vice applications and attorney certificates of good standing. This position also is responsible for filing and for processing incoming and outgoing mail, to include documenting and properly transferring fees received in the mail, and performing other duties as assigned.

MANDATORY QUALIFICATIONS: The incumbent must be a motivated individual, proficient in word processing, and able to quickly learn new software systems. Knowledge of Microsoft Word, Excel, and Outlook is beneficial. At a minimum, the incumbent must be a high school graduate and have customer service experience. A skills test will be administered to qualified applicants prior to scheduling an interview.

PREFERRED QUALIFICATIONS: A degree from an accredited college or university.

PERSONAL CHARACTERISTICS: Must be able to communicate clearly and professionally with a wide-ranging constituency, which includes federal judges, court personnel, attorneys, and self-represented litigants. Must possess the ability to maintain strict confidentiality with respect to duties and responsibilities; work independently with little supervision; and have a strong sense of personal and professional integrity. Must be able to interact cooperatively with other staff. Professional appearance and demeanor are important.

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. All employees serve a one-year probationary period. 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.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process as well as disciplinary action if discovered after an individual's date of hire.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and 11 paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long-term care insurance.
- Public Transportation Subsidy.
- Participation in the telework program.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

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 as a single pdf file should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #23-17, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. 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.