

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA



Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3338

Vacancy Announcement # 23-21

Opening Date: May 17, 2023

Closing Date: Open until filled.

Priority will be given to applications received by June 9, 2023.

GENERALIST CLERK (RECORDS)
PART-TIME, TEMPORARY POSITION

CL 23, step 1 to CL 23, step 25
(\$18.97 per hour to \$23.71 per hour)

Placement in the range depends upon
education and experience

More than one position may be filled

OVERVIEW: The United States District Court for the Northern District of Georgia seeks high achievers interested in a position with the federal judiciary in the exciting and growing city of Atlanta, Georgia. There is an immediate opening for a part-time (20 to 38 hours per week) Generalist Clerk (Records) position. This is an entry level court support position. The incumbent will be responsible for the maintenance of both paper and electronic records.

REPRESENTATIVE DUTIES MAY INCLUDE: Scans paper exhibits into electronic format and ensures the creation of an accurate duplicate electronic document. Uploads exhibit images into the CM/ECF filing system and makes summary entries on the court docket. Quality checks all scanned documents to ensure each has been uploaded and organized appropriately. Manages files by appropriately naming and saving scanned documents. Operates a variety of copying, scanning, and records equipment. May provide backup services to other areas of the office. Performs other duties as assigned.

MANDATORY QUALIFICATIONS: To qualify for appointment at CL 23, step 1, 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. Attention to detail is a must. Candidates should display a pleasant attitude and work well with others; be mature, responsible, reliable, and organized; and have the ability to take initiative and work in a team-based environment. To qualify for appointment at CL 23, step 2 to step 25, the successful candidate must also have at least one year of progressively responsible clerical or administrative experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws to regular and recurring clerical procedures and involves 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 court clerks offices, law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, corporate headquarters, and human resources / payroll operations.

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

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; scanning and uploading

**Generalist Clerk (Records)
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documents to appropriate electronic folder(s); and 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.

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

BENEFITS:

- Accrual of paid vacation and sick leave days and paid holidays during the year.
- Participation in commuter parking reimbursement program.
- Public transportation subsidy.
- If scheduled to work more than 32.5 hours per week, participation in pre-tax health benefit program.

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 the judiciary is comparable to the executive branch (civil service) in salary, leave accrual, and health benefits, court employees generally 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.

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 #23-21, 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 testing. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.