



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



Generalist Clerk – Administrative Services

CL 23/24

Vacancy Announcement # 24-22

Salary Range: **\$41,437 - \$57,373**

Placement in the range depends upon experience.

Opening Date: **August 5, 2024**

Closing Date: **Open until filled.**

Priority to applications received by August 19, 2024.

More than one position may be filled.

BENEFITS

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

OVERVIEW: 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 clerk 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 MAY INCLUDE: 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. Performs 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.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch
Application for Employment
[Link to Form AO 78](#)
- 2) Cover letter addressing
qualifications and relevant
experience
- 3) Chronological resume including
education, employment, and salary
history

Submit your completed package as a
single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

United States District Court
Attn: Human Resources Manager,
Vacancy #24-22
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.

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

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.

ABOUT ATLANTA: Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.