



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



Administrative Support Clerk

CL 23

Vacancy Announcement # 26-36

Salary Range: \$42,665 - \$69,404

Opening Date: **September 2, 2026**

Closing Date: **Open until filled.**

Early applications encouraged.

OVERVIEW: The United States District Court for the Northern District of Georgia seeks a well-organized, dependable individual to serve as an administrative support clerk in the clerk's office. This is a temporary position for a period of six months with the possibility of extension based on the needs of the Court. The position provides administrative and operational support to the Court's space and facilities functions. The candidate should be detail-oriented, possess strong organizational and interpersonal skills, and be able to follow established procedures and instructions while providing effective support to Court staff.

BENEFITS

- Accrual of paid vacation and sick leave days based on length of service
- Eleven paid holidays during the year
- Participation in health, dental, and vision insurance programs
- Commuter parking reimbursement
- Telework (for qualified employees)
- Public transportation subsidy

REPRESENTATIVE DUTIES: The administrative support clerk provides administrative and operational support to the Court's space and facilities functions. The incumbent receives supplies, furniture, equipment, and other materials; verifies deliveries against packing slips and purchase orders; maintains related records; and distributes materials and supplies to requesting offices. The incumbent assists with tagging, moving, setting up, and disposing of furniture and equipment; office reorganizations and space moves; and routine property and facilities activities, including escorting contractors in the courthouse. This position reports maintenance, repair, heating, cooling, lighting, cleaning, and other facility-related issues and assists with follow-up and coordination as directed. The incumbent prepares routine correspondence, maintains administrative and property records, and provides general administrative assistance to Court staff. This

position also assists with the maintenance and servicing of official government vehicles and may operate a government vehicle to transport supplies, equipment, documents, and other materials. The position also performs other duties as assigned.

MANDATORY QUALIFICATIONS: The incumbent must be a motivated and dependable individual with strong organizational and interpersonal skills and the ability to follow instructions and established procedures. The incumbent must possess effective oral and written communication skills and be proficient in the use of computer software and standard office equipment. At a minimum, the incumbent must be a high school graduate or equivalent and have two years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above the high school level may

be substituted for required general experience with one academic year equal to one year of general experience. The incumbent must possess a valid driver's license and be able to safely operate a government vehicle in the performance of assigned duties.

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 #26-36
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 candidates with prior administrative support experience involving facilities, property, inventory, supplies, receiving, or similar office operations. Experience working in a professional office environment also is preferred.

PERSONAL CHARACTERISTICS: The successful candidate must be dependable, detail-oriented, organized, and able to work effectively as part of a team. The candidate must demonstrate initiative, good judgment, professionalism, and a strong work ethic. The candidate must be able to follow instructions, manage multiple assignments, adjust to changing priorities, and complete work accurately and timely. Strong interpersonal skills and the ability to communicate tactfully and professionally with judges, court staff, vendors, contractors, and other individuals are essential. The candidate must maintain confidentiality, demonstrate sound ethics, and consistently provide a high level of service.

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 United States citizens 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.