

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Generalist Clerk

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #18-09

LOCATION: Springfield, Massachusetts

CLASSIFICATION LEVEL: CL 24-25 (Salary \$40,723 - \$73,122 per year)*

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-24, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.

OPENS: July 24, 2018 **CLOSES:** August 10, 2018

The U.S. District Court Clerk's Office currently is accepting applications for a full-time Generalist Clerk. The position is located in the District Court Clerk's Office in Springfield, Massachusetts.

Position Overview

The Generalist Clerk monitors the progression of cases by maintaining official case records, makes summary entries of documents and proceedings on the docket, and performs necessary noticing, quality assurance and administrative tasks. Provides office assistance in accordance with approved internal procedures and policies. The incumbent also provides technical assistance to ensure the smooth and efficient management of the office. The incumbent receives and reviews incoming documents to determine conformity with federal and local rules, practices and/or court requirements and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees.

Representative Duties: (may include all or some of the following, depending on assigned classification level)

- Acts as a receptionist and furnishes information to a wide variety of people within and outside the court.
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements.

- Open cases upon receipt of initiating documents.
- Assures assignment of case numbers.
- Receives and stamps incoming documents.
- Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register.
- Balances cash drawer at the end of the day. Processes credit card payments for filed documents. Makes summary entries into the Case Management/Electronic Case Files (CM/ECF) database in a timely and accurate manner in order to record all documents filed, orders entered, proceedings held, etc. on the official docket for the case and scans and converts paper documents into image files to be electronically filed in CM/ECF as needed.
- Assists with electronic filing of documents in cases for assigned judge, as well as other district and magistrate judges, as needed.
- Prepares daily docket activity report to review, identify, research and ensure the accuracy, timeliness, and quality of data entered into the CM/ECF database; ensures entries are appropriately linked, the image matches the docketed event and the correct event was used.
- Responsible for accuracy and quality of data and corrections entered into the automated case management system. Responds to routine and other requests for data correction in a timely manner to improve quality and ensure reliability of case information through the DARTS program or upon notification. Notifies electronic filers of deficiencies and errors in filing and follows up to ensure that appropriate corrections are made.
- May issue various uniform orders, notices, summons and subpoenas, as well as other orders and notices of the court, to counsel and/or parties on the date requested or received or as soon as possible thereafter.
- Make the official reports upon filing and completion in patent cases pursuant to Title 35, United States Code 146 and 290; in trademark cases pursuant to Title 15 United States Code 1116; and copyright cases pursuant to Title 17 United States Code 508.
- Assists customers with filing inquiries; addresses inquiries regarding case information and electronic case filing.
- Assists with testing new procedures and processes, and provides feedback as needed.
- Audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met. Prepares notification of deficiencies regarding documents, processes orders in a timely manner.
- May prepare certified copies that are required for any part of the record in any case.
- Receives, opens and sorts juror questionnaires; determines persons qualified as jurors under applicable statutes and local rules.
- Assists with jury panels for judges on impanelment day. Monitors and records juror attendance. Assists with juror orientation.
- Responds to public inquiries by telephone and in person, aids in serving all jurors with their daily parking validation, certificates and questions.
- Executes follow-up procedures on persons who fail to respond to questionnaires or jury summonses and takes appropriate action to ensure compliance.
- Prepares routine correspondence to prospective jurors relative to incomplete questionnaires to those persons failing to return their questionnaires.
- Performs other duties, as assigned.

Minimum Qualifications/Requirements:

- High school graduation or equivalent; College degree preferred;
- One year or more of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures that demonstrates the candidate has the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation;

- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills. The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs;
- Commitment to public service;
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications:

Bachelor's Degree.

Experience working in a state or federal court.

FBI Background Investigation:

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)

Hours:

8:00 AM to 4:30 PM, with some early morning or extended hours, as needed.

How To Apply:

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references (preferably former supervisors) with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) by 5pm on Friday, August 10, 2018 to:

**United States District Court
Attn: Human Resources
Vacancy #18-09
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #18-09, Generalist Clerk, Springfield** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application form AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For 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 Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental 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 employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER