

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Docket Clerk

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

ANNOUNCEMENT #: #19-03

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 24-25 (Salary \$40,491 - \$72,706 per year)*

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

OPENS: March 7, 2019

CLOSES: Open Until Filled

{Preference if received by July 12, 2019}

The U. S. District Court Clerk's Office currently is accepting applications for a full-time Docket Clerk to support one or more U. S. District Judges. The position is located in the U.S. District Court Clerk's Office in Boston, Massachusetts.

Summary

The Docket Clerk performs docketing and noticing, maintains and monitors the completion of required procedural steps, prepares case documents for appeal, reviews filed documents to determine conformity and takes appropriate action, ensures that all orders and automated entries are appropriately and accurately docketed. The Docket Clerk ensures the accuracy and completeness of the information entered into the CM/ECF database through quality control. The job requires a significant level of knowledge regarding court operations. Docket Clerks at the higher classification level perform work requiring a higher level of knowledge and greater complexity regarding court operations.

Representative Duties

- Reviews/identifies/researches/ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database;
- Manages and maintains case records;
- Prepares/analyzes daily docket activity report;
- Scans and converts documents into image files; reviews/ensures the accuracy of documents and entries on the docket; ensures entries are appropriately linked and that the image matches the docketed event;
- Assists customers with electronic filing and case information inquiries;
- Tests new procedures and processes to provide necessary feedback;
- Audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met;
- Generates notices related to case events;
- Prepares notification of deficiencies regarding documents;
- Processes orders in a timely manner;
- Performs other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent. One year or more of specialized experience, which is defined as 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;
- Skill in the use of automation systems, including knowledge and proficiency in Microsoft Office software, and Windows;
- Ability to manage multiple tasks within a tight time schedule;
- Ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary;
- Good oral and written communication skills;
- 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

Proficiency and knowledge in CM/ECF.

Bachelor's Degree.

Experience working in a state or federal court.

FBI Background Investigation

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

Hours

Clerk's Office hours are 8:30 AM to 5:00 PM. Working hours may vary based on the needs of the position. Some overtime may be required.

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)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

How To Apply

Submit all of the following documents as a single pdf: (1) a cover letter indicating why you are interested in being considered for this position; (2) a current resume; (3) a list of three professional references, preferably current and/or prior supervisors (include their current contact information) and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

**United States District Court
Attn: Human Resources
Vacancy #19-03
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

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

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #19-03, Docket Clerk** 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 will not be considered 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 positions than described herein.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful 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 individuals who will be invited for an interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER