



U.S. District Court Western District of Arkansas

Vacancy Announcement 20-USDC-02 Generalist Clerk

Position Type: Full-Time, Permanent

Location: Fort Smith, AR

Grade/Salary Range: CL-24 \$38,298-\$62,300 (depending upon qualifications and experience)

Opening Date: Thursday, February 27, 2020

Closing Date: Open until filled. Applications received by Friday, March 27, 2020 will be given preference.

POSITION OVERVIEW

The U.S. District Court for the Western District of Arkansas is seeking qualified applicants for the position of Generalist Clerk. The individual hired for this position must have excellent customer service skills, be organized, detail-oriented, and able to work independently as well as part of a team.

REPRESENTATIVE DUTIES

- Provide frontline customer service, answer telephones, and provide appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assist the public in the use of computerized records and information databases.
- Prepare form letters, notices, and other correspondence using templates and forms. Proofread and edit documents for accuracy, proper grammar, and spelling.
- Assist with locating, scanning, copying, filing, and certifying documents. Maintain, update, and track both paper and electronically filed documents.
- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance.
- Receive, screen, and route incoming mail to appropriate office or employee. Process all outgoing mail, including mail requiring special handling.
- Receive and distribute incoming supplies, furniture, and equipment.
- Provide administrative assistance to managers, supervisors, and other staff, as required.
- Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases.
- Issue all civil processes such as summonses, subpoenas, writs of garnishment, execution, attachment, and the like.
- Open cases in the Case Management/Electronic Case Files system (CM/ECF) upon receipt of initiating documents such as complaints, indictments, or petitions. Close cases upon receipt of terminating documents such as judgments and closing orders.
- Assist the custodial and disposal officers with maintenance of property records and disposal of equipment and furniture.
- Assist with balancing and reconciling financial records.
- Assist with jury processes, preparation of jurors, and jury/juror procedures.
- Maintain office supplies and office equipment, arranging for service and repairs, as required.
- Act as an intermediary between court and building managers in reporting matters concerning heating, cooling, lighting, cleaning, etc.
- Assist with preparation and coordination of office reorganization and/or space moves.
- Assist with planning and organizing meetings, conferences, and events.
- Perform other operational, administrative, or technical support duties as assigned.

SKILLS & QUALIFICATIONS

- High school diploma or equivalent. College degree preferred.
- Applicants must have at least one full year (52 weeks) of specialized experience which is in or directly related to the line of work of this position. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules,

regulations, directives, or laws and involve the routine use of specialist terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel office, and other courts. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

- 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.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional and cooperative attitude.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or be eligible to work in the United States. The applicant selected will be subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). 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. Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, ten (10) paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

APPLICATION PROCEDURES

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience relates to the job duties
2. Current and detailed resume
3. Names and contact information of three (3) professional references
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Incomplete packets will not be considered. Email your complete packet to: heather_burns@arwp.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email.

The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

**The United States District Court for the Western District of Arkansas is an
Equal Employment Opportunity Employer and values diversity in the workplace.**

www.arwd.uscourts.gov