

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER  
Clerk of Court



E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001-2866  
Telephone (202) 216-7000  
[www.cadc.uscourts.gov](http://www.cadc.uscourts.gov)

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**Position Title:** GENERALIST CLERK/COURT CRIER  
**Announcement No.:** USCA-16-05

**Salary Range:** \$31,521 - \$51,102 (JSP 4 - 6), *depending on qualifications.*  
**Position Location:** Washington, D.C.

**Opening Date:** July 11, 2016  
**Closing Date:** July 27, 2016

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*The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for self-motivated individuals with a strong work ethic to launch or continue a career in public service.*

**POSITION SUMMARY:** The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a well-organized, detail-oriented, reliable individual to serve as Generalist Clerk/Court Crier. The incumbent is responsible for processing case information in accordance with approved internal controls, procedures, and rules. The incumbent will also serve as back-up Courtroom Deputy/Attorney Admissions Clerk.

**RESPONSIBILITIES:** The incumbent receives and reviews incoming court documents to determine conformity with federal and local rules. Routes documents to proper offices or persons. Enters a high volume of data into an automated case management system. Sorts, classifies, and files case records. Operates a variety of copying, scanning, and records equipment. Answers and routes incoming calls. Scans, copies, files, collects, sorts, and processes mail. The incumbent certifies documents; creates and processes new case files; opens and closes cases in the case management system and assists with entry of various other case documents on the docket. Serves as back-up to the Courtroom Deputy/Attorney Admissions Clerk. Performs other duties as assigned.

**QUALIFICATIONS:** Applicant must be a high school graduate or equivalent and have at least one year general experience to be considered for the JSP-4 level. A bachelor's degree is preferred. General experience consists of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. To be considered for the JSP-6 level, an applicant must have one year of specialized experience. Specialized experience consists of progressively responsible clerical or administrative experience in a legal setting.

Experience with word processing applications, web-based environments, and data entry is

required. Experience in operating scanning and copying equipment. The successful applicant is able to work with minimal supervision while maintaining an acceptable level of productivity. Good judgment, the ability to apply concepts to determine what action needs to be taken, oral and written communication skills, and good proofreading skills are essential.

**REQUIREMENTS:**

1. All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
2. Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
3. The successful candidate is also subject to a background check and will be considered a provisional employee pending a favorable suitability determination.
4. Applicants must be United States citizens or eligible to work for the United States government.

**TO APPLY:** Send cover letter and resume to the following address:

U.S. Court of Appeals for the D.C. Circuit  
333 Constitution Avenue, N.W., Room 5534  
Washington, D.C. 20001-2866  
Attn: Valory Miller, Personnel Specialist  
Announcement # USCA-16-05

The court will send a letter regarding the status of an application only to those candidates scheduled for interviews. ***When the position is filled, a notice will be placed on the court's internet site.***

The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.