

Office of the Circuit Executive  
United States Courts  
for the  
District of Columbia Circuit

Elizabeth H. Paret  
(202) 216-7340  
(202) 273-0331 Fax

Room 4726  
E. Barrett Prettyman United States Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001

## Mail Processing Technician - Secure Mail Room

Announcement Number USCA-10-02

**Position Description** - The Office of the Circuit Executive for the D.C. Circuit is accepting applications for the position of Mail Processing Technician - Secure Mail Room. The incumbent inspects, sorts, opens, processes, and delivers incoming mail for the United States Courthouse. The incumbent works closely with court staff from each court unit and court security officers. Work is performed in a mail room and throughout the courthouse. Lifting heavy mail bins, boxes, and other delivered items is required. Work requires repetitive motion when opening mail, bending and stretching when sorting mail, and prolonged standing and walking when delivering mail. **Wearing protective clothing provided by the courts is a requirement of the job.**

**Qualifications** - Candidates must show experience that demonstrates the ability to: (1) apply a body of rules, regulations, procedures, or policies accurately and consistently; (2) effectively communicate with others both verbally and in writing; (3) show attention to detail, organizational skills, and the ability to manage multiple tasks; (4) accurately work with numerical calculations; and (5) be flexible, work well under pressure, and maintain a positive attitude.

**Experience and Education** - A minimum of two years of general clerical, office, or other work experience that demonstrates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of this position is required. A high school diploma or equivalent is required.

**Salary** - CL 23 (\$33,742 - \$54,909) depending on qualifications.

**Schedule** - Work hours are 9:00 a.m. to 5:30 p.m., Monday through Friday.

**Position Location** - Washington, D.C.

**Conditions of Employment** - Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without cause by the court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Because of the large volume of applications, only those candidates who will be interviewed will be contacted.

**Application Process** - Submit cover letter and resume to Elizabeth Paret at [Vacancy@cadc.uscourts.gov](mailto:Vacancy@cadc.uscourts.gov). The Job Announcement Number (USCA-10-02) must appear in the Subject Line. A single pdf attachment is preferred, but a single WordPerfect or Word attachment is acceptable.

**Vacancy announcement open until filled.**