

# OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE  
DISTRICT OF COLUMBIA CIRCUIT

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## Mail Processing Technician CL 23

### Job Announcement Number USCA-16-01

**Position Description** - The incumbent works in the Office of the Circuit Executive located in Washington, D.C., and sorts, opens, inspects, processes, and delivers incoming mail for the U.S. Court of Appeals, the U.S. District Court, the U.S. Bankruptcy Court, the Circuit Executive's Office, the Circuit Library, and the U.S. Probation Office. The incumbent works closely with court staff from each court and court security officers. Work is performed in the courthouse mailroom. Wearing protective clothing is a requirement of the job. 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.

**Qualifications** - A minimum of two years of general clerical, office, or other work experience that demonstrates the possession of skills needed to perform the duties of this position is required. 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; and (4) be flexible, work well under pressure, and maintain a positive attitude.

**Education** - A high school diploma or equivalent is required.

**Salary** - CL 23 (\$34,940 - \$56,801) depending on qualifications

**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 good cause by the Court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required.

**Application Process** - Submit a cover letter and detailed resume to the Circuit Executive's Office to [VacancyMailTech@cadc.uscourts.gov](mailto:VacancyMailTech@cadc.uscourts.gov). The job announcement number must appear in the subject line. A single PDF attachment is required. Because of the large volume of applications, only those candidates who will be interviewed will be contacted. The application period will be open from February 17, 2016, through March 9, 2016.

**The Circuit Executive's Office is an Equal Opportunity Employer.**