



UNITED STATES COURT OF APPEALS

DISTRICT OF COLUMBIA CIRCUIT
E. BARRETT PRETTYMAN U.S. COURTHOUSE
333 CONSTITUTION AVENUE, N.W.
WASHINGTON, D.C. 20001-2866
(202) 216-7000
WWW.CADC.USCOURTS.GOV

NOTICE OF JOB OPPORTUNITY

Position Title:	INTAKE DEPUTY CLERK		
Announcement No.:	USCA-18-04		
Salary Range:	\$ 40,727 - \$ 66,191 (CL 24/01 - 24/61), depending on qualifications. This is a full-time position.		
Position Location:	Washington, D.C.		
Opening Date:	July 30, 2018	Closing Date:	Open Until Filled

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for a self-motivated individual with a strong work ethic to launch or continue a career in public service. Our prestigious environment consists of challenging and rewarding work, and the potential for advancement.

POSITION SUMMARY: The Office of the Clerk is seeking a highly qualified individual with excellent organizational and customer service skills to serve as Intake Deputy Clerk. The incumbent performs a variety of duties, including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. This position provides customer service and cashier duties, provides procedural information, and collects court fees. The Intake Deputy Clerk also makes docket entries into the court's case management system. The incumbent performs as the primary backup to the Courtroom Deputy.

RESPONSIBILITIES:

The Intake Deputy Clerk performs the following duties:

- Performs receptionist duties by greeting court visitors in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Accepts court filings in both paper and electronic format. Reviews filings for compliance with court rules and procedures. Assigns case numbers for Agency cases.
- Assists the public in the use of computerized databases. Provides basic information to the public, bar, and the court. Operates a variety of copying, scanning and records equipment. Ensures data quality.
- Enters records accession information into the court's case management system.
- Prepares reports, form letters, notices, and other correspondence, including typing, keyboarding, formatting, and generating documents from templates, forms, and notes. Maintains correspondence control records.
- Sorts, classifies, and files case records. Maintains integrity of the court record by monitoring proper access to records and assuring timely and accurate filing of documents.
- Prepares, ships, and retrieves records from the appropriate Federal Records Center (FRC). Retrieves files from Archives and makes copies of records for court personnel, attorneys, and public. Certifies court documents and creates and processes new case files.
- Scans, copies, files, collects, sorts, and processes mail. Receives and stamps incoming documents and

assists with the maintenance of court files.

- Informs filing parties of required fees, receives payments, and issues receipts. Secures funds in cash register, balances cash drawer at the end of the day.
- Provides office support and assistance for the operational and administrative functions of the office.
- Adheres to the court unit's internal control procedures.
- Performs as primary backup to the Courtroom Deputy Clerk position.
- Perform all other duties as assigned.

QUALIFICATIONS:

A minimum of 3 years of progressively responsible experience dealing with law-related matters and an outstanding working knowledge of computer applications are preferred. Candidates should be industrious, creative, intelligent, diplomatic, energetic, forward thinking, dynamic, public-service oriented and versatile with exceptional interpersonal and communication skills. While accuracy and attention to detail is essential, equally important is the demonstrated ability to persevere in bringing complex operational issues and/or automated system problems to a successful resolution. Candidates must have the capacity to synthesize complex information, exercise independent and sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The ability to balance the demands of varying workload responsibilities and deadlines is critical. The incumbent will be expected to work in a team environment and must be able to interact with all segments of the legal community and public. Effective communication skills (verbally and in writing) with judicial officers and their staffs. A bachelor's degree from an accredited four-year college or university is preferred.

REQUIREMENTS:

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

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

Qualified applicants should submit a letter of interest and a résumé (including salary history) to the following address:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement No. USCA-18-04

Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.