



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Position Title: INTAKE DEPUTY/COURT SERVICES CLERK

Announcement No.: USCA-24-07

Salary Range: \$49,523 - \$80,546 (CL 24/01 – CL 24/61), *depending on qualifications.*
This is a full-time position.

Position Location: Washington, D.C.

Opening Date: May 20, 2024

Closing Date: June 3, 2024

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.

POSITION SUMMARY: The Office of the Clerk is seeking an individual with excellent organizational and customer service skills to serve as an Intake Deputy/Court Services Clerk. The incumbent performs a variety of functions within the Clerk's Office, including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. The incumbent collects fees as an Intake Cashier and provides customer service and procedural information to attorneys, pro se litigants, and others. The incumbent provides administrative support to the Operations Unit.

RESPONSIBILITIES:

- Receives and reviews incoming documents to determine conformity with the *Federal Rules of Appellate Procedure* and local rules. Sorts, classifies, and files case records. Assigns case numbers to new federal agency cases and other original proceedings. Enters information into electronic databases.
- Informs customers of required fees. Receives payments and issues receipts.
- Answers and routes incoming calls. Provides information to the public, bar, and court. Assists the public in the use of computer terminals.
- Operates a variety of copying, scanning, and records equipment.
- Sorts and routes mail to and from court staff and other offices within the courthouse. Operates and maintains postage meter equipment and keeps a daily meter log.
- Assists the Records Clerk with identifying, retrieving, and preparing court records for shipment to the Federal Records Center.
- Serves as logistical support for court proceedings. Prepares the judges' conference room for meetings. Assists with preparations for special court ceremonies and events.
- Serves as a backup administrator of the Court's Transit Subsidy Program/SmartBenefits Program.
- Performs other duties as assigned.

QUALIFICATIONS: Applicants must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience. Specialized experience consists of progressively responsible clerical or administrative experience in a legal setting. A bachelor's degree is preferred, and education beyond the high school level may be substituted for the required general experience. One academic year (30 semester or 45 quarter hours) equals one year of general experience.

Experience with word processing applications, web-based environments, and data entry are essential. Applicants should be public-service oriented, versatile with exceptional interpersonal and communication skills, and be able to work in a team environment and interact with the legal community, the public, judicial officers and their staff, and court staff. The successful applicant must be able to demonstrate accuracy and attention to detail, and equally important is proficiency in cashier functions, file maintenance, and record keeping. Applicants must exhibit sound judgment, integrity, trustworthiness, and character. The ability to balance the demands of varying workload responsibilities and deadlines is critical.

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.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), to VacancyIntakeDeputy@cad.uscourts.gov. Please include the vacancy announcement number (USCA-24-07) in the subject line.

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. *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. 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.