



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

U.S.D.C.-NJ Clerk's Office Employees—CAREER OPPTY. # 09-20

Position:	Generalist
Posting Period:	November 12, 2009 to November 27, 2009
Classification Level:	Salary Range - CL 22-24 (\$27,642 to \$61,675)*. If filled at the CL-22 or CL 23, may be promoted to the next Classification Level without further competition. *Based on budget and Administrative Office of the US Courts qualifying guidelines. Possible career ladder to CL 25.
Location/Duty Station:	Clerk's Office, Newark, New Jersey

Introduction:

The Clerk's Office is accepting resumes for a Generalist. A Generalist is a member of the Clerk's Office.

Representative Duties:

Provides customer service by furnishing information to a wide variety of people within and outside the court, including answers to Help Desk-related questions; Retrieves and distributes incoming mail. Answers questions regarding the court's electronic case management system known as Case Management/Electronic Case File "CM/ECF"; Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements; Files documents meeting requirements; collects appropriate fees and enters receipts in the Court Financial System; Routes documents to proper offices/persons after acceptance; Incumbent responds to routine Pro Se correspondence; Fulfills requests for forms and copies of Local Rules; Prepares case files; Opens cases within CM/ECF, upon receipt of initiating documents, such as complaints and petitions; Issues appropriate service of process (summons, warrant for arrest of vessels, etc.) and mails same to counsel and/or the U.S. Marshal; Verifies attorneys and admittance to practice before the court; Performs some docketing within CM/ECF, e.g., Orders in Habeas Corpus cases; Performs photocopy work; and Performs other duties as assigned. **Notes: Knowledge of Corel WordPerfect and Lotus Notes is helpful. Familiarity with the United States District Court Case Management/Electronic Case Files ("CM/ECF") is helpful. Also, there may be lifting of heavy boxes.**

Qualifications/Skills:

Two (2) years of generalized experience is desired. One year of specialized court experience is helpful. An understanding of professional office procedures related to court operations is preferable. The U.S. District Court for the District of New Jersey is seeking an individual that is motivated, organized and who can work both independently and in a team setting. The incumbent for this position should demonstrate technical and operational proficiency with the ability to use various office equipment. The incumbent for this position will be interacting with Judicial Officers, court staff, attorneys and the public. Therefore, the ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others and acting with integrity are all essential skills. Knowledge of court/legal terminology is helpful. The incumbent should also demonstrate the ability to apply a body of rules, regulations, directives or laws during the course of performing his or her duties. Computer skills (i.e., Netscape, Internet Explorer, Lotus Notes, Corel WordPerfect) is preferred. CM/ECF experience is helpful.

Required Clearances:

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

Application Process:

Qualified candidates must submit a cover letter with resume and salary history on or before November 27, 2009 to, Emma Fernandez-Regan, Human Resources Manager, Clarkson S. Fisher U.S. Courthouse, 402 East State Street, Room 2020, Trenton, NJ 08608; or E-mail to: NJD3-HumanRes@njd.uscourts.gov.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Military identification card. If selected for this position, the incumbent will be subject to a six-month probationary period.

**THE UNITED STATES
DISTRICT COURT IS AN
EQUAL OPPORTUNITY
EMPLOYER**

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more employment informa-
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www.njd.uscourts.gov**