



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

WILLIAM T. WALSH, CLERK

U.S. District Court—NJ Clerk’s Office CAREER OPPTY. # 15-03

Position:	Administrative Support Clerk/Assistant
Posting Period:	March 5, 2015 - March 10, 2015
Classification Level:	CL 23-25* (\$35,689 -70,980). *Entry level position to be filled at the CL 23 with possible promotion potential to the CL 24 & CL 25 as governed by the court budget, qualifications and salary guidelines of the Administrative Office of the U.S. Courts.
Location/Duty Station:	Clerk’s Office, Trenton, New Jersey

Introduction:

The Clerk’s Office of the U.S. District Court for the District of New Jersey is seeking a highly motivated, very organized and experienced individual for an Administrative Support Clerk/Assistant position in the Trenton divisional office.

Representative Duties:

This position includes “mixed duties” or hybrid jobs that provide a variety of administrative support in the areas of court services, property and procurement, project management and other facets of the Clerk’s office. The Administrative Support Clerk/Assistant performs duties such as drafting letters, notices and other correspondence using templates and forms, performing routine physical site visits and maintaining a physical inventory of court equipment and furniture, scheduling events, processing payments, creating reports from various court systems, data entry work, scanning documents, filing, copy work and performing other general administrative duties as assigned. Occasional travel to the divisional offices is expected.

Qualifications/Skills:

To qualify for this position, two (2) years of general experience is necessary. One year of specialist experience, as it relates to the duties set forth above is preferred. The incumbent will be interacting with various Judicial Officers, attorneys, court staff, jurors and the public, therefore the ability to interact with and communicate effectively and work cooperatively with others are essential skills. This individual will be handling various, detailed and time sensitive projects as assigned therefore independent thinking, the ability to exercise good judgment and the ability to prioritize and handle multiple tasks and attention to detail are also essential. The incumbent for this position should demonstrate technical proficiency in the use of various office equipment and automated systems, such as Microsoft Word, Excel, Lotus Notes and Internet Explorer. Knowledge of court/legal terminology is helpful. Knowledge and use of judiciary systems such as Electronic Case files “CM/ECF”, eJuror and/or the judiciary’s financial system, FAS4T 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:

Applicants must submit in PDF format, a cover letter, resume and salary history on or before March 10, 2015 to Emma C. Fernandez-Regan, HR Manager via e-mail: hr@njd.uscourts.gov. Only PDF documents will be accepted.

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. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. 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). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are “seeking citizenship” as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full- Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable

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