



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. # 15-01

<i>Position:</i>	Deputy Clerk Generalist/Electronic Court Recorder Operator (ECRO)
<i>Posting Period:</i>	January 9, 2015 to January 19, 2015
<i>Classification Level:</i>	CL 22-25* (\$28,790 -70,980). If filled at the CL 22, 23 or 24, may be promoted to the next Classification Level w/o further competition.*Salary based on the court budget, qualifications and salary guidelines of the Administrative Office of the U.S. Courts). Note: Individuals at the CL 26 level who are interested in applying and selected for this position will be considered for a lateral transfer at his/her current level and step.
<i>Location/Duty Station:</i>	Clerk's Office, Trenton, New Jersey

Introduction:

The Clerk's Office is accepting resumes for a Deputy Clerk Generalist/Electronic Court Recorder Operator (ECRO). This position is a member of the Clerk's Office and reports directly to the Supervisor of In-Court Operations in the Trenton Office and assigned to a U.S. District Court Judge for courtroom proceedings.

Representative Duties:

The appointed individual will be responsible for using the court's electronic sound recording (ESR) equipment to provide an accurate and verbatim recording of courtroom proceedings, as well as performing the following related tasks: receiving and processing CD duplication and transcript production orders, cataloging CDs and logging and maintaining their proper storage, performing quality control of agency transcripts to ensure compliance with court guidelines, maintaining inventory of ESR equipment and arranging for needed supplies. The individual will also be responsible for assisting the Courtroom Deputy with courtroom duties such as swearing in witnesses and handling exhibits. In addition, the individual will be responsible for other operational tasks such as civil case opening and other duties, as assigned.

Qualifications/Skills:

The U.S. District Court for the District of New Jersey is looking for an individual that is highly motivated and organized. This individual will be interacting with court staff, judicial officers and members of the bar, therefore excellent interpersonal and communication skills are essential. The incumbent should also have the ability to handle multiple responsibilities simultaneously, be detail oriented and be able to work independently and as a team player. Knowledge of and skill in the use of various office and computer equipment and applications such as Word, Excel, Lotus Notes, and Internet Explorer is essential. Familiarity with the ESR equipment is desired. One year of general experience is necessary. One year of specialized court experience is helpful. A degree from an accredited college or university is highly desirable. Responsible work experience may be substituted for education above the high school level.

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 January 19, 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, 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. U.S. District Court employees serve under "Excepted Appointments" and are considered "at will" employees. Employees are 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. 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. Judiciary employees are subject to the mandatory participation of electronic fund transfer (EFT) 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 Full- Time Temporary or Part-Time Temporary with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

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

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