



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. # 15-05

<b>Position:</b>	Deputy Clerk/Generalist
<b>Posting Period:</b>	March 11, 2015 to March 23, 2015
<b>Classification Level:</b>	CL 23-25* (\$35,340 -70,254). If filled at the CL-22, 23 or 24 may be promoted to the next Classification Level w/o further competition. (*Based on the court budget, qualifications and salary guidelines of the Administrative Office of the U.S. Courts).
<b>Location/Duty Station:</b>	Clerk’s Office, Newark, New Jersey

**Introduction:**

The Clerk’s Office of the U.S. District Court for the District of New Jersey is accepting resumes for a Deputy Clerk/Generalist position in the Newark divisional office. Under the general direction of the Deputy in Charge, the Operations Supervisor and/or their designee, the Deputy Clerk/Generalist provides assistance in the areas of operations by providing support to all Judicial Officers, Court Unit Executives, Court Staff and the Public.

**Representative Duties:**

A Generalist performs many functions and is responsible for processing case information during the initial filing of court documents in accordance with procedures and rules. This position will include customer service by providing court information to the public via telephone and in person, including answers to Case Management/Electronic Case Files (“CM/ECF”) help desk related questions. A Generalist assists with reproduction of court documents. This position entails receiving and reviewing incoming court documents in compliance with federal and local court rules. The Generalist is responsible for processing incoming mail and routing court documents to the proper offices. This position will enter court documents and proceedings on the electronic docket system; and perform other duties as assigned. This position will require knowledge of Microsoft Word. Familiarity with CM/ECF is helpful. Performs operations duties, as needed, as well as other duties as assigned.

**Qualifications/Skills:**

One year of general experience is necessary. 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 a professional individual that is highly motivated, very organized, possesses accuracy and attention to detail, 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 and automated systems. 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., Microsoft Word and other applications, Lotus Notes and Internet Explorer) are desirable. Case Management/Electronic Case Files (“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:**

**Applicants must submit in PDF format, a cover letter, resume and salary history on or before March 23, 2015 to Emma Fernandez-Regan, HR Manager via e-mail: [hr@njd.uscourts.gov](mailto: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 benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

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