

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY
William T. Walsh, Clerk**



**Career Opportunity
Announcement # 16-09**

Position Title: Deputy Clerk/Generalist

Classification Level: CL 23-25 (\$34,233 - \$68,046)
*If filled at the CL-22, 23 or 24 may be promoted to the next classification level w/o further competition.
(*salary placement based on the court budget, qualifications and salary guidelines of the Administrative Office of the U.S. Courts)*

Duty Station: Camden, New Jersey

Posting Period: February 9, 2016 to February 16, 2016

POSITION SUMMARY

The Clerk's Office of the U.S. District Court for the District of New Jersey is seeking a highly motivated, very organized, detail oriented and customer focused individual for a Deputy Clerk/Generalist position in the Camden 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 Deputy Clerk/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 Deputy Clerk/Generalist provides court information to the public via telephone and in person, including answers to Case Management/Electronic Case Files ("CM/ECF") help desk related inquiries. The Deputy Clerk/Generalist assists with the reproduction of court documents. This position also entails receiving and reviewing incoming court documents in compliance with federal and local court rules. The Deputy Clerk/Generalist is responsible for processing incoming mail and routing court documents to the proper offices and for entering court documents and proceedings on the electronic docket system. The incumbent performs operations duties, as needed, as well as other duties as assigned.

QUALIFICATIONS

To qualify for this position an applicant must have a high school diploma or equivalent. In addition, the applicant should have a minimum of one year of responsible administrative/clerical experience. Applicant must demonstrate attention to detail, independent thinking and decision making skills and the ability to apply a body of rules, regulations, procedures, directives or law. Applicant must have experience that demonstrates technical and operational proficiency in the use of automated systems and office equipment.

COURT PREFERRED SKILLS

Excellent organizational, analytical, communication and interpersonal skills are highly desirable. Ability to handle multiple priorities and tasks simultaneously is essential. Computer skills preferably Microsoft Word, Lotus Notes and Internet Explorer are desirable. Case Management/Electronic Case Files ("CM/ECF") experience and knowledge of court/legal terminology are helpful.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

APPLICATION PROCESS

Qualified applicants must submit *electronically* (1) a cover letter *which should include salary requirement* and (2) an updated resume to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address: http://www2.ca3.uscourts.gov/vacancyupload/njd_1609.aspx *on or before February 16, 2016 by 5:00p.m.*

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN
EQUAL OPPORTUNITY EMPLOYER***