

# UNITED STATES DISTRICT COURT

Western District of Kentucky

Announcement Number 18-02



**POSITION:** Operations Clerk

**LOCATION:** Louisville, Kentucky

**STARTING SALARY:** CL 24 – CL 25 (\$36,026 - \$64,718)  
Depending upon qualifications  
Promotion Potential to CL 25 if hired at CL 24

**CLOSING DATE:** October 27, 2017 by 5:00 pm EST  
No late applications accepted

## **POSITION OVERVIEW:**

This position is located in the Clerk's Office of the United States District Court in Louisville, Kentucky. This position performs a variety of duties including receiving and filing documents, intake and cashier duties, maintaining files for the court, and electronic court recording.

## **REPRESENTATIVE DUTIES:**

- Provide front line customer service, answer telephones, and provide appropriate procedural information to litigants, the public, and court staff. Assist the public in the use of computerized records and information databases. Copy, scan and docket documents. Respond to copy requests.
- Receive and review incoming documents to determine conformity with appropriate rules, practices and court requirements. Examine all pleadings to determine the jurisdiction of the court, and accept those that conform to federal and local rules of practice. Check for prior prohibited filing(s). Monitor for release of exhibits and sealed documents. Receive and route non-case related documents to applicable areas. Copy, scan and docket documents.
- Perform cashier duties. Inform customers of required fees, receive payments and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day.
- Open cases in CM/ECF upon receipt of initiating documents such as complaints, indictments, or petitions. Assist with assigning case numbers to new cases, randomly assigning cases to judges, and preparing case files. Manage civil and criminal cases from opening to closing to ensure timely progression. Prepare and docket deficiency notices. Process notices of appeal and appeal-related documents. Close cases upon receipt of terminating documents such as judgments and closing orders.
- Review electronic filings in CM/ECF for accuracy, completeness, and identification or correction or errors. Make summary entries of documents. Perform quality control on attorney-docketed entries.
- Record court proceedings using electronic equipment. Take notes of proceedings, rulings, notices, and prepare minute entries electronically.

- Ensure courtroom technology equipment is set up and in working order to record court proceedings. Maintain a detailed log of proceedings and participants recorded. Back up courtroom audio to disc for storage.
- Prepare audio and log notes for transcription. Process requests for transcripts and audio recordings.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university is preferred. Experience in a court or related legal field is preferred as well as familiarity with CM/ECF. Applicant must have a minimum of 3 years of work experience. At least 1 of the 3 years must qualify as specialized experience as set forth below. Educational substitutions for general work experience may apply on a year-for-year basis.

**General Experience** is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience** is progressively responsible clerical or administrative experience that demonstrates the ability to understand and apply rules, regulations, directives, or laws to case administration duties. Specialized experience also involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Candidates must also demonstrate:

- Excellent organizational skill and experience handling multiple tasks and projects;
- Superior oral and written communication skills;
- Knowledge of legal terminology and processes;
- Demonstrated ability to work with a variety of automated systems;
- Ability to work with strict deadlines in a fast paced environment.

### **BENEFITS:**

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employees Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-Term Care Insurance
- Credit for prior federal government service
- On site fitness center and health unit

## **INFORMATION FOR APPLICANTS:**

- This position is regular and full-time.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

## **HOW TO APPLY:**

Submit cover letter describing relevant experience, resume, and three references to:

[Careers@kywd.uscourts.gov](mailto:Careers@kywd.uscourts.gov)

Email documents MUST be PDF format for acceptance.

For additional information on the United States District Court, visit our web site at [www.kywd.uscourts.gov](http://www.kywd.uscourts.gov)

AN EQUAL OPPORTUNITY EMPLOYER