

UNITED STATES DISTRICT COURT

Western District of Kentucky

Announcement Number 22-01



POSITION: Intake Specialist
DUTY STATION: Bowling Green, Kentucky
STARTING SALARY: CL 24 (38,694 - \$62,904)
CLOSING DATE: Friday, October 29, 2021 or Until Filled

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States District Court in Bowling Green, Kentucky. Intake specialists perform a variety of duties including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. The Intake Specialist will perform customer service and cashier duties, provide procedural information, and collect court fees as well as performing initial case docketing.

REPRESENTATIVE DUTIES:

- Answer and route incoming calls and assist the public in the use of computerized databases. Provide basic information to the public, bar, and the court.
- Open cases in the case management system, and docket initial case opening events. Maintain integrity of the filing system by assuring timely and accurate filing of documents and assignment of case numbers.
- Sort, classify, and file case records, and prepare case files for tracking. Certify court documents and process case files.
- Retrieve files and make copies of records for court personnel, attorneys, and other parties as appropriate. Monitor proper access to records.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Accept case documents received. Process email received from electronic filers. Operate a variety of copying and records equipment. Ensure data quality.
- Pick up, sort, and process mail. Maintain the mail meter and meter log. Receive and stamp incoming documents and scan, copy, and file as appropriate. Ensure timely processing of restitution checks received by mail.
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day, and process checks and credit card payments for filed documents.
- Perform other 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, as is experience in a court or related legal field. Familiarity with CM/ECF is preferred. 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 docketing and case document filing 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 skills and experience handling multiple tasks at once
- Superior customer service skills and excellent oral and written communications skills
- Knowledge of legal terminology and processes
- Demonstrated ability to work with a variety of automated systems
- Ability to communicate effectively and respectfully with customers at all levels

BENEFITS AVAILABLE INCLUDE:

- 13 days paid vacation per year for the first three 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 and Thrift Savings Plan
- Credit for prior federal government service
- Employee Assistance Program
- Optional Health, Dental, Vision, Life, and Long-Term Care Insurance Programs
- Optional Flexible Spending, Health Savings, and other Pre-tax Accounts for Health Care, Child Care, Vision and Dental, and Commuter and Parking expenses
- Optional Long-term Care Insurance

INFORMATION FOR APPLICANTS:

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

HOW TO APPLY:

Go to: <https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=pex2sd8r&pos=22-01>

You will need:

1. A cover letter describing relevant experience
2. Your resume
3. Three professional references

These must be uploaded in the application platform as three **SEPARATE PDF** documents.

For additional information on the United States District Court, visit our web site at:

www.kywd.uscourts.gov.

AN EQUAL OPPORTUNITY EMPLOYER