



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 19-ABQ/OPS-5

ANNOUNCEMENT DATE: June 7, 2019

CLOSING DATE: June 21, 2019

POSITION: Generalist Clerk

STARTING LEVEL/SALARY: CL 24/Step 1 to CA 24/Step 61
\$37,415 to \$60,841 Annual
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The Generalist Clerk performs diverse operational and technical functions, including receiving and reviewing incoming documents to ensure conformity with federal and local rules, filing documents, and maintaining court files in compliance with approved internal controls, procedures and rules. The incumbent performs duties which include case initiation, records management, reproduction and electronic conversion of physical records into the Case Management/Electronic Case Files (CM/ECF) system, providing customer service and procedural information to varied audiences, cashiering, and mail processing functions. In addition, the Generalist Clerk may serve as broad support to operational court teams as needed. This position reports to a Case Management Supervisor.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ◆ Provide frontline customer service, answer telephones, and provide appropriate procedural information to litigants, the public, chambers, and Clerk's Office staff. Assist the public in the use of public databases and accessing computerized records.
- ◆ Perform cashier duties. Collect appropriate fees, receive payments, and issue receipts. Process credit card transactions. Reconcile receipts and post to the appropriate fund/case account. Secure funds in cash register and balance cash drawer at end of the day.

- ◆ Receive and review incoming paper and electronic case related documents to determine conformity with appropriate rules, practices, and court procedures. Check for prior or prohibited filing(s). Monitor for the release of exhibits and sealed documents.
- ◆ Verify and issue summonses, verify attorneys' authority to practice before the court, and process mail and e-mail from electronic filers. Accept attorney admissions applications, maintain attorney admissions records, and issue certificates.
- ◆ Scan, create PDF files, enter data, and upload documents into the CM/ECF system. Open cases in the CM/ECF system, assign case numbers, randomly assign judges, and prepare case files. Assist in quality control, reviewing electronic filings and electronic conversion of records for accuracy, completeness, and identification/correction of errors.
- ◆ Scan, copy, file, pick up, sort, and process mail. Receive and route non-case related documents to appropriate recipients.
- ◆ Sort, classify, and file case documents and records. Retrieve and copy files upon request. Certify court documents. Monitor proper access to court records and practice effective records management. Prepare and ship physical records to the appropriate Federal Records Centers. Request retrieval of off-site records when required. Deliver files or other documents to other buildings near the office. Act as a staff resource for records-related issues and requests.
- ◆ Use various applications, electronic databases, and information systems to obtain case information to respond to inquiries, track the movement of files and records, and perform word processing. Operate personal computer, mailing, copying, records and scanning equipment, and other office equipment in the performance of duties.
- ◆ Perform other related duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for a CL24, must have one year of specialized experience at a CL23.

Specialized Experience

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law offices, banking firms, educational institutions, etc. *Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

COURT OPERATIONS

- ◆ Knowledge of court local rules, practices, procedures, and forms. Knowledge of the purpose, content, and format of legal documents and other documents required by the

court, the sequence of their use, and rules of acceptability. Knowledge or the ability to learn court operations, roles and responsibilities of court unit staff, and relevant legal terminology.

- ◆ Skill in checking for prohibited filings and unpaid fees on prior filings. Ability to verify attorney admission or status. Knowledge of how to assign case type, case number, and judges to cases. Knowledge and skill in making entries in the CM/ECF system.
- ◆ Knowledge of where and how to distribute documents. Knowledge of procedures for public access to court files and Federal Record Center Policy. Knowledge of the court's policies, procedures, and guidelines related to records administration, including those related to scanning and electronically converting case documents and electronic document formats required by CM/ECF. Knowledge of how to process, issue, and certify documents.
- ◆ General knowledge of jury processes and juror processing.
- ◆ Ability to meet deadlines and commitments. Ability to help produce policies, procedures, and guidelines related to work processes in efforts of continuous improvement and training material relevancy.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Skill in typing and the use of automated equipment, including word processing and spreadsheet applications, court computer programs, automated case management systems, and other related databases and applications. Skill in using standard office equipment (copiers, printers, fax machines, etc.). Ability to use scanners and microfiche equipment. Skill in using a cash register.

JUDGMENT AND ETHICS

- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and answer procedural questions while not providing legal advice. Ability to interact effectively and appropriately with a wide, varied audience, providing customer service and resolving challenges while complying with regulations, rules, and procedures.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.

- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “GENERALIST CLERK” IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER