



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Northern District of Iowa

POSITION	POSITION OVERVIEW& REPRESENTATIVE DUTIES
Temporary Generalist Clerk More than one position may be hired from this posting.	<p>The United States District Court for the Northern District of Iowa has immediate openings for temporary part-time Generalist Clerk positions. These positions will be located in the Cedar Rapids or Sioux City, Iowa offices. These positions are part-time, and the duration of these positions are 6 months but could end before 6 months or be extended, depending upon the needs of the court. The number of part-time hours and scheduling will be determined at the time upon the offer of employment.</p> <p><u>Job Summary:</u> Case administration support positions provide office assistance in accordance with approved internal procedures and policies. These positions include those “mixed duties” or hybrid jobs that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. These positions encompass areas such as support to court unit staff, managers, and/or executives, as well as a variety of services in areas of court operations, property management, space and facilities and statistical maintenance. A Generalist Clerk will perform lower level administrative support duties such as filing, copying, distributing mail, processing checks, simple docketing, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.</p> <p><u>Representative Duties</u></p> <ul style="list-style-type: none">• Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance.• Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases.• Act as receptionist and provide information to a wide variety of people within and outside the court. Assist in entering certain types of documents and proceedings on the docket, and create and/or update certain matrix mailing lists, including addresses and nature of addresses.
LOCATION	
Cedar Rapids or Sioux City, IA	
SALARY/TARGET	
CL23 \$16.63 to \$27.03 per hour depending on experience	
OPENING DATE	
January 16, 2020	
CLOSING DATE	
February 14, 2020	
ANNOUNCEMENT	
20-3	

- Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others.
- Assist in the preparation and shipping of records to the appropriate Federal Records Center and retrieve records from centers when needed.
- Perform other duties as assigned.

QUALIFICATIONS

Minimum Experience: Applicants must be a United States Citizen or eligible to work in the United States. High School Diploma or GED is required and two years of general experience.

General Experience

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.

Educational Substitution

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience

ADDITIONAL INFORMATION FOR APPLICANTS

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee.

All employees of the U.S. District Court (except Law Enforcement Officers) are considered "at will" employees and may be terminated with or without cause.

Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. District Court provides reasonable accommodations to applicants with disabilities.

Eligibility for benefits are not a guarantee and will be determined at the time of job offer.

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HOW TO APPLY

Candidates wishing to apply must submit an application packet which includes:

- A cover letter of interest that addresses qualifications and relevant experience;
- A current resume;
- Names and contact information for three professional references.
- Form AO78, Application for Judicial Branch Employment, which may be obtained at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Application documents should be emailed in one PDF format to:
applications@iand.uscourts.gov

Please note:

Due to the volume of applications received, the court will only communicate with those applicants selected for an interview.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement sooner than the advertised closing date without written notice to the applicants. Incomplete applications, as well as those not submitted electronically, will not be considered. **The United States District Court is an Equal Employment Opportunity employer and welcomes diversity**