

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT  
OFFICE OF THE CLERK, RICHMOND, VIRGINIA  
**POSITION ANNOUNCEMENT (15-04)**

---

**POSITION:** Records/Intake Clerk  
**LOCATION:** Richmond, Virginia  
**APPLICATION PERIOD:** Apply by 9/25/15 to receive full consideration  
**SALARY RANGE:** Classification Level - CPS 23/24 (\$32,292-\$58,127)

---

### **POSITION OVERVIEW**

The Records/Intake Clerk is responsible for answering incoming calls, receiving over-the-counter filings, collecting and receipting filing fees, preparing daily leave reports, receiving and docketing email from judges, responding to copy requests, processing and distributing incoming and outgoing mail and deliveries, providing support for judges' chambers, providing administrative support, and maintaining documentation pertaining to Central Services functions.

---

### **QUALIFICATION REQUIREMENTS**

The position requires skill in using office equipment such as a telephone system, computers and computer software applications, postage meter, photocopier, and scanner. The position also requires the ability to use automated systems to enter and retrieve information, prepare documents, and send and retrieve email. Strong customer service skills are essential. A college degree is preferred, but not required. Lifting up to 50 lbs. is required.

---

### **EMPLOYEE BENEFITS**

Employees of the U.S. Courts are not classified under Civil Service; however, they are entitled to the same benefits as other federal employees, including paid vacation and holidays; an opportunity to elect medical, dental, life, vision, and long term care insurance; retirement benefits; and eligibility to participate in the federal Thrift Savings Plan.

---

## **APPLICATION PROCEDURE**

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf> to: **4cca-vacancy@ca4.uscourts.gov**.

Applications should be received by September 25, 2015, to receive full consideration. Please include "Job Announcement 15-04" in the subject line.

---

## **CONDITIONS OF EMPLOYMENT**

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under "Excepted Appointments," and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior notice.

---

**The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**