

# RECORDS/INTAKE CLERK Career Opportunity



## U.S. Court of Appeals for the Fourth Circuit

### WEBSITE

[www.ca4.uscourts.gov](http://www.ca4.uscourts.gov)

- **Announcement #:** 20-03
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Closing Date:** Open until filled – Preference given to applications received by April 20, 2020.

### FOURTH CIRCUIT

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

### ABOUT THE JOB

As a member of the Central Services Department, the Records/Intake Clerk answers incoming calls and provides assistance to the public and court in the Office of the Clerk.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate has a reputation for excellence, ability to multi-task, is adaptable, has excellent attention to detail, demonstrated leadership and accountability, a strong work ethic, sound judgment, unquestioned integrity, can anticipate needs as well as provide solid support to staff in a dynamic office.

### OVERVIEW OF DUTIES

- Answer incoming calls.
- Receive over-the-counter filings.
- Collect and receipt filing fees.
- Prepare daily leave reports.
- Receive and docket email from judges.
- Respond to copy requests.
- Process and distribute incoming and outgoing mail and deliveries.
- Provide support for judges' chambers.
- Prepare opinions in orally presented cases.
- Review and forward electronically received district court updates.
- Assist with attorney admission certificates.
- Perform other duties as assigned.

### SALARY RANGES

- **\$35,789-\$58,172** (CL-23) with promotion potential without further competition, or
- **\$39,619-\$64,449** (CL-24), depending on experience and qualifications.

### QUALIFICATIONS

- High school graduate or equivalent. Bachelor's degree from an accredited college or university is preferred.
- Qualification at classification level 24 requires one year of specialized experience equivalent to classification level 23.

### **Additional Required Qualifications**

- Excellent written and oral communication skills as well as superb customer service skills.
- Ability to use office equipment such as a telephone system, computer, computer software applications, postage meter, photocopier, and scanner.
- Knowledge of automated systems to enter and retrieve information, prepare documents, and send/retrieve email.
- Motivated, self-directed and professional.

#### **CORE VALUES**

Integrity      Customer Service  
Collegiality      Collaboration  
"This is the BEST place to work."

### **APPLICATION PROCEDURE**

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 to [4cca-vacancy@ca4.uscourts.gov](mailto:4cca-vacancy@ca4.uscourts.gov)** in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.

### **BENEFITS**

The Court offers a robust and competitive benefits package.

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- **Flexible schedules**.
- **Telework** opportunities.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, life insurance, and long-term care insurance are available.
- A **flexible spending account** program is provided.
- Employees participate in both the Federal Employees Retirement System (FERS) and the **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy** (budget dependent).

### **ADDITIONAL REQUIREMENTS**

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under "Excepted Appointments," and are thus "at-will," and, as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

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 written or other type of notice.