



U.S. Court of Appeals for the Fourth Circuit Office of the Clerk Position Announcement 18-07

POSITION:	Records/Intake Clerk
LOCATION:	Fourth Circuit Clerk's Office, Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$34,067-\$61,323 (CL 23/24)
CLOSING DATE:	Apply by June 6, 2018 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

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, preparing opinions in orally presented cases reviewing and forwarding electronically received district court updates, assists with attorney admission certificates.

QUALIFICATION REQUIREMENTS

Required Qualifications

- A high school diploma is required.
- One year of specialized experience vice work at CL-23.

Preferred Qualifications

- A college degree in related field.

Desired Skills

- Highly motivated, organized, self-starter, and team player.
 - Ability to use office equipment such as a telephone system, computers and computer software applications, postage meter, photocopier, and scanner.
 - Ability to use automated systems to enter and retrieve information, prepare documents, and send and retrieve email.
 - Strong customer service skills.
 - Lifting up to 50 lbs. is required.
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EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-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, with employer matching). The court offers a mass transit subsidy (budget dependent).

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 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.

APPLICATION PROCEDURE

Email the following required application documents to 4cca-vacancy@ca4.uscourts.gov and reference Vacancy #18-07 in the subject line. Applications should be received by June 6, 2018, to receive full consideration.

Documents must be submitted in a single PDF file, using your full name as the file name. Application documents must be in the following order:

1. Cover letter:

- Reference job vacancy number **#18-07**
- Include an email address in your contact information

2. Resume: must include the name, title, and phone of three (3) professional references.

3. Application for Judicial Branch Federal Employment (Form AO 78) available at:

www.uscourts.gov/forms/AO078.pdf

- All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type “see resume”.
- After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.

Applications that do not meet the above requirements will not be considered.

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