UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT

POSITION: Intake/Docket Clerk
SALARY: CL 25 ($38,476 - $62,557)
Based Upon Qualifications

OPENING DATE: January 18, 2008
CLOSING DATE: February 4, 2008*
DUTY STATION: Greenbelt, MD

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Intake/Docket Clerk. The incumbent receives and checks incoming documents and maintains the official case events summary on civil and criminal dockets from opening to final disposition.

Duties include, but are not limited, to the following:

- Receives, reviews, routes, and files incoming documents meeting appropriate requirements.
- Makes summary entries and assures the quality of all documents and proceedings entered on the automated docket. Verifies that entries made by attorneys are accurate and complete.
- Maintains case files.
- Scans and converts documents as needed into imaged files.
- Assists in case management by ensuring that automated entries are appropriately linked and routed.
- Ensures the collection and receipt of appropriate fees.
- Opens cases upon receipt of initiating documents. Assures assignment of case numbers and randomly assigns cases to judges. Closes cases upon receipt of terminating documents.
- Answers inquiries on case status, court procedures, and filing processes.
- Answers inquiries from attorneys and their support staff about the Case Management/ Electronic Case Filing (CM/ECF) system. Provides assistance as needed.
- Acts as receptionist and furnishes information to a wide variety of people.

Qualifications and Requirements:

- Excellent computer, verbal and written communication, organizational and interpersonal skills.
- Familiarity with electronic case filing desirable.
- Accuracy and attention to detail essential.
- Strong typing skills, customer service experience and team orientation required.
- Some lifting of records is required.
- Two years general experience plus two years specialized experience (progressively responsible clerical experience).
- High school graduate, or equivalent, required. Legal/court experience and college education, preferred.

How to apply: Submit resume, with cover letter stating the reasons for your interest in the position, and salary requirements, to:
Human Resources Administrator,
4th Floor, U.S. Courthouse
101 W. Lombard St., Baltimore, MD 21201

***To ensure consideration, applications must be received on or before February 4, 2008.**
Please indicate the position for which your are applying in your cover letter.

Applicants must be U. S. citizens or eligible to work in the United States.
Successful candidate for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.

The United States District Court is an Equal Opportunity Employer.
All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.