UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT

POSITION:	Intake, Records and Imaging Specialist	**OPENING DATE:**	September 9, 2002
SALARY:	CL 26 ($33,813 - $55,016)	**CLOSING DATE:**	Open Until Filled
	Based upon Qualifications	**DUTY STATION:**	Baltimore, 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, Records and Imaging Specialist. The incumbent administers and coordinates functions related to the intake department, records maintenance, the imaging system, CJA appointments, sealed matters, and the Central Violations Bureau. The incumbent also equalizes the distribution of work among department employees and monitors work progress.

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

- Coordinates the equal distribution of workload and coverage for public areas of the departments; monitors status and progress of work; instructs and coaches employees in specific tasks and job techniques.
- Reports to supervisor on performance and training needs of staff; performs limited supervisory duties; assists in compilation and completion of statistical reports.
- Coordinates all aspects of records retention, disposal, and retrieval; maintains integrity of seal matters; retrieves files and makes copies of records for the public, attorneys, and others; certifies court records.
- Acts as receptionist and furnishes general information to a wide variety of people.
- Receives, sorts, reviews, routes, and files incoming documents meeting appropriate requirements; processes outgoing mail.
- Collects appropriate fees, fines, and restitution; enters into automated cash register system; issues appropriate Motor Vehicle Administration receipts.
- Verifies attorneys' authority to practice before the Court; appoints counsel in CJA criminal cases.
- Processes outgoing docketed orders in imaging system, ensuring that all imaged documents are properly received by parties.
- Operates a variety of copying and records equipment, and automated systems.

Qualifications and Requirements:

- Excellent computer, communication, organizational and interpersonal skills.
- Strong customer service and team orientation.
- Two years general experience plus three years specialized experience (progressively responsible clerical experience).
- High school graduate, or equivalent, required. AA degree, or better, preferred.

How to apply: Submit resume, with cover letter and salary requirements, to:

Human Resources Specialist,
4415 U.S. Courthouse
101 W. Lombard St., Baltimore, MD 21201

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.