



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**POSITION:** Central Violation Bureau Clerk and Relief  
Courtroom Deputy Clerk

**OPENING DATE:** September 29, 2022

**LOCATION/DUTY STATION:** Greenbelt, Maryland  
Limited travel to Baltimore for training or  
for coverage when needed

**CLOSING DATE:** Open Until Filled with  
first preference given to applications  
received by October 13, 2022\*\*

**SALARY:** CL 25 (\$49,541 - \$80,556) Two years of general experience\* or college degree plus  
two years of specialized experience\* required  
CL 26 (\$54,548 - \$88,720) Two years of general experience\* or college degree plus  
three years of specialized experience\*\* required  
This is a career ladder position, and a grade increase is possible without further  
competition per the court's career ladder plan.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Central Violations Bureau (CVB) Clerk. The Central Violations Bureau section provides support to the court's magistrate judges and processes traffic citations and other misdemeanor matters. The incumbent prepares large dockets of mandatory and optional appearance cases and acts as liaison between the court and the Central Violations Bureau in San Antonio, Texas; other federal agencies; and the Motor Vehicle Administration. Additionally, incumbent acts as courtroom deputy clerk, on a rotational basis, to magistrate judges and provides courtroom and other assistance.

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

- Responds to a high volume and a variety of inquiries; furnishes information with regards to petty offense and misdemeanor matters, either in person or by telephone.
- Opens cases, assigns cases, and prepares case files. Receives, routes and files documents; makes summary docket entries of traffic citations and related documents in multiple databases.
- Prepares and transmits notices to appropriate parties. Prepares and distributes court dockets.
- Prepares, processes, and maintains mandatory warrants and writs for petty offense and misdemeanor matters.
- Maintains petty offense and misdemeanor records and materials.
- Attends court sessions and assists with orderly flow of proceedings. Maintains a verbatim record of court proceedings on electronic recording system; maintains detailed log of proceedings; swears in witnesses; takes notes of proceedings and rulings; and prepares minute entries.
- Makes summary entries of documents and proceedings in the electronic case filing system. Prepares judgments for judicial officer's approval.
- Provides assistance to the public and bar on filing procedures, general case information, copy requests and other court services as it pertains to CVB.
- The position involves heavy public contact.

### **Qualifications and Requirements:**

- Two years general experience plus one-year specialized experience (progressively responsible clerical experience), with strong customer service orientation.
- High school graduate or equivalent required; two-year degree or equivalent preferred.
- Excellent computer, communication, organizational and interpersonal skills. Skill in the use of applicable automated systems and equipment. Ability to communicate effectively and accurately with a variety of people. Good knowledge of language usage, spelling and grammar.
- Skill in prioritizing tasks and work assignments in a high-volume environment. Ability to adhere to strict deadlines.
- Knowledge and understanding of policies and procedures of the court and the courtroom, including knowledge of the purpose and content of documents and events in order to summarize, make docket entries, and take appropriate action.

## Federal Benefits:

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available at the courthouse.
- Additional information about the federal judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

## How to Apply:

Interested applicants should submit a resume, a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as one single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov) Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure first consideration, complete application packets must be received no later than 4:00 p.m. on October 13, 2022.**

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**\*General experience** is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

**\*Specialized experience** is progressively responsible clerical or administrative experience that is in, or closely related to, the duties and responsibilities of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing for report generation.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division or in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

## Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- The U.S. District Court for the District of Maryland currently has a COVID-19 vaccination policy in effect and all employees must be vaccinated for COVID-19.