



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

More than one vacancy may be filled under this announcement

POSITION: Generalist Clerk/Case Administrator

OPENING DATE: August 28, 2023

LOCATION/DUTY STATION: Baltimore or Greenbelt Maryland
Limited travel to the alternate division for training or
for coverage when needed

CLOSING DATE: Open Until Filled with
first preference given to applications
received by September 11, 2023**

SALARY: CL 23 (\$42,484 - \$69,035) Two years of general experience* or college degree
CL 24 (\$47,046 - \$76,459) Two years of general experience* or college degree plus
one year of specialized experience* required
Promotion potential up to the CL 26 (\$57,222 - \$92,995) with specialized experience
and additional responsibilities

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants interested in a long-term career in public service with the federal judiciary to serve in the position of Generalist Clerk/Case Administrator. Qualified candidates will be highly motivated, well organized, detail-oriented, with exceptional interpersonal skills, and the ability to work independently and as part of a team. This is a career ladder position that has the potential for growth from a Generalist Clerk to a Case Administrator at the CL 26 compensation level with additional responsibilities.

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

- Staffs court intake reception area, including greeting members of the public; answering and routing telephone calls; and answering telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answers inquiries from attorneys, chambers, and related agencies about the Case Management/ Electronic Case Filing (CM/ECF) system. Provides additional support as needed.
- Informs customers of required fees, receives payments and issues receipts. Ensures the collection and receipt of appropriate fees. Secures funds in cash register and balances cash drawer at the end of the day.
- Receives, reviews, and routes incoming documents. Scans and converts documents as needed into imaged files. Processes document and record requests, including document reproduction, preparation, and certification.
- Make summary entries and assure the quality of all documents and proceedings entered on the automated docket. Assist in case management by ensuring that all automated entries are appropriately linked and routed. Prepare and transmit to appropriate parties such items as: notices, judgments, and orders.
- Open cases upon receipt of initiating documents, such as complaints, or petitions. Close cases upon receipt of terminating documents, such as judgments and closing orders.
- Requests case files and documents from archive facilities.
- Organizes and processes case files returned by the 4th Circuit Court of Appeals.
- Processes archive returns, including preparing archive return pallets; boxing files; updating spreadsheets; scheduling pick-ups.

Qualifications and Requirements:

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted based on one academic year being equal to one year of general experience.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment, act with diplomacy, and maintain confidentiality.
- Excellent interpersonal and communication skills. Ability to communicate effectively with internal and external individuals as well as persons with varying experiences and backgrounds.
- Excellent organizational skills, including ability to manage multiple priorities in a fast-paced environment. Ability to multi-task, prioritize and follow through. Ability to adjust priorities quickly as circumstances dictate.
- Excellent computer skills as well as the ability to adjust to ever changing technology. Familiarity with electronic case filing and the court system desirable. Court, legal experience, or college education preferred.
- Accuracy and attention to detail essential.
- Strong customer service experience and the ability to interact in a team environment required.
- Some lifting of records is required.

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 per year 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

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 a single PDF document to: 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 September 11, 2023.**

***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.