



## UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO

**Announcement#:** 09-03  
**Position:** Court Operations Specialist  
**Location:** Youngstown, Ohio  
**Salary Range:** CL 25 (\$37,279 - \$60,643)  
**Opening Date:** April 28, 2009  
**Closing Date:** May 11, 2009

Starting salary commensurate with work experience, education, prior/present pay history and previous Federal court experience.

### **POSITION OVERVIEW**

The U.S. District Court Clerk's Office has an immediate opening for an Operations Specialist in our Youngstown courthouse. The incumbent is a member of the Clerk's Office operations staff and provides services to the bench, bar and public. Travel between divisional offices in Akron, Toledo and Cleveland is required based on the operational needs of the Clerk's Office.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative.

This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office. Duties include extensive customer service; cashier/intake, electronic docketing; data quality control, reviewing and processing of documents which are the official record of the Court; scanning of documents; filing, archiving records and mail processing. Additional duties may include jury support and electronic recording of court proceedings. These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the federal court.

### **EXPERIENCE**

A minimum of one year of specialized progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulation, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

First consideration will be given to candidates with Federal or state court experience and experience with the Court's electronic filing system.

### **REQUIRED SKILLS**

- proficiency with Windows-based applications, including database, spreadsheets and Adobe PDF files
- extensive customer service experience
- excellent skill and ability to communicate effectively both orally and in writing
- ability to apply a body of rules, regulations, directives, or laws
- ability to communicate information accurately and timely
- strong attention to detail and organization skills
- ability to maintain strict confidentiality and work under strict deadlines

## **EDUCATION**

Bachelor's degree from an accredited four-year college or university is preferred or legal education or paralegal certification..

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a background investigation and fingerprinting, and are subject to a probation period. All appointments are subject to mandatory electronic fund transfer (direct deposit) for salary payment.

## **INFORMATION FOR APPLICANTS**

Applicants selected for interviews must travel at their own expense. Management may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Interviews will be conducted as soon as possible.

Management reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. A general skills assessment test will be administered. The court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. No phone calls please.

The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site.

## **BENEFITS**

Employees of the U.S. Courts are not classified under the civil service, however, they are entitled to the same benefits as other Federal employees. These include:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

## **HOW TO APPLY**

To apply, submit a cover letter, resume, two professional references, and completed application form AO78, available at the court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov) to the address below by COB May 11, 2009. Applications may also be e-mailed to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov). E-mailed documents must be in WordPerfect, Word or PDF format. Use only one method of application. No faxes please. **Incomplete submissions will not be considered.**

United States District Court, Carl B. Stokes U.S. Court House  
Attn: Human Resources Department 09-03  
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Cleveland, OH 44113-1830  
E-mail: [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov)

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.