

UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO

Position Title: Temporary Deputy Clerk
Location: Toledo, Ohio
Salary Range: CL 23 (\$14.65 per hour)
Opening Date: August 29, 2008
Closing Date: Open until filled

The U.S. District Court Clerk's Office has an immediate opening for a temporary deputy clerk, not to exceed 30-60 days, to assist with a records archiving project.

Necessary skills include the ability to work with WordPerfect, Microsoft Excel, and CM/ECF. This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office.

Must be able to lift 40 pounds (work may be dirty - dressing down may be acceptable). The temporary clerk will have contact with clerk's office staff, attorneys and chambers personnel. Duties are as follows:

- Filing documents in case files.
- Prepare paperwork for case filing and shipment.

QUALIFICATIONS

Associate's degree or paralegal certification preferred, legal education or experience a plus.

SKILLS AND EXPERIENCE

- proficiency with Windows-based applications, including database, spreadsheets and Adobe pdf files
- experience with the Court's electronic filing system
- customer service experience
- ability to apply a body of rules, regulations, directives, or laws
- ability to communicate information accurately and timely
- attention to detail
- strong organization skills
- ability to maintain strict confidentiality and work under strict deadlines

APPLICATION INSTRUCTIONS

Employees must be United States citizens or authorized to work in the United States. Qualified persons must submit a cover letter, and resume to:

Clerk of Court
United States District Court, Northern District of Ohio
801 West Superior Avenue, Cleveland, OH 44113-1830
Attn: Personnel Department 2008-TTC-07

INFORMATION FOR APPLICANTS

The final candidate will be subject to a fingerprint and records check and serve a ninety day probationary period. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court's web site at http://www.ohnd.uscourts.gov/Clerk_s_Office/Employment_Opportunities/employment_opportunities.html. The Court will not reimburse applicants for interview or relocation expenses. Only candidates selected for an interview will be contacted.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER