



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT 15-03**

POSITION TITLE: Operations/Automation Specialist	LOCATION: Youngstown, Ohio
POSITION TYPE: Full-time permanent	SALARY RANGE: CL 24 to CL 25 (\$35,055 - \$62,951)
OPENING DATE: March 3, 2015	CLOSING DATE: Open until filled. First consideration given to applications received by March 20, 2015.

The U.S. District Court for the Northern District of Ohio, Youngstown Clerk's Office, has an immediate opening for an Operations/Automation Specialist in our Youngstown courthouse. Starting salary dependent upon qualifications and experience. Promotion to CL 25 without further competition.

POSITION OVERVIEW

The Operations/Automation Specialist will perform various operations and automation functions. The operations duties include but are not limited to the following: providing internal and external customer service, attending to cashier/intake duties, docketing of records and information, data quality control, reviewing and processing of civil and criminal documents which are the official record of the Court, scanning of documents, mail processing, records management, electronic court recording, and jury and courtroom deputy support.

The automation duties include but are not limited to: assisting employees with routine computer and systems support requests; escalating non-routine problems to the next level of IT support; providing assistance with web access and support for office applications and some national or customized applications; and assisting with various audio-visual needs throughout the court house.

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, Cleveland and Toledo may be 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, good technology support skills, basic problem-solving 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, flexibility and ability to multi-task.

QUALIFICATIONS

A minimum of one year of specialized progressively responsible clerical and automation experience requiring the regular and recurring application of clerical and automation procedures that demonstrate the ability to apply a body of rules, regulation, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. Prior experience with a federal or state court and with electronic filing of cases is a preference.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university.

JOB REQUIREMENTS

- Proficiency with Windows-based applications, including database, spreadsheets, WordPerfect or Word and Adobe PDF files. Ability to learn the basics of national court systems such as CM/ECF. Basic understanding of web and audio-visual technology.
- Skill trouble shooting and providing guidance to resolve business or technical questions; ability to communicate problems thoroughly and accurately when escalating to the next level; skill in maintaining contact and communication with customer throughout the problem resolution process and following up to ensure satisfactory resolution.
- Excellent interpersonal skills, customer service skills and the ability to successfully interact with internal and external staff and contacts at all levels to solve problems and respond to requests for service or information; ability to work as part of a team.
- Excellent oral and written communication skills.
- Strong attention to detail, time management, and organization skills.
- Ability to maintain strict confidentiality and work under deadlines.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. A general skills assessment test will be administered. The Court 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. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. 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 www.ohnd.uscourts.gov

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: • Accrual of paid vacation and sick leave days, and paid holidays. • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit). • Group life insurance and long term care insurance. • Participation in the Federal Employees Retirement System (FERS). • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions. • Extensive on-line training options. • Federal court employees can join the Federal Court Clerks Association, a national, professional court organization. • Fitness center.

HOW TO APPLY

To apply, submit a cover letter (including position title and announcement #), a detailed resume, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov to the address below. Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. E-mailed documents must be in WordPerfect, Microsoft Word, or PDF format. Use only one method of application. **Incomplete submissions will not be considered.**

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Department #15-03
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.