



United States Court of Appeals for the Sixth Circuit

Generalist

Vacancy Announcement No. 16-05

ABOUT THE COURT

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in Cincinnati, the Court serves Kentucky, Michigan, Ohio, and Tennessee. For more information about the federal court system, please visit: www.uscourts.gov. For more information about the Sixth Circuit, please visit: www.ca6.uscourts.gov.

POSITION INFORMATION

Location: Cincinnati, Ohio

Salary: \$36,838 – \$59,854 (CL 24) (Promotion potential to CL 25)

Salary commensurate with qualifications in accordance with U.S. Court Guidelines

Tour of Duty: Full-Time

Opening Date: September 14, 2016

Closing Date: The position will remain open until filled. To ensure consideration, applications must be received by the close of business on September 30, 2016.

POSITION OVERVIEW

The Generalist supports all operational, administrative, and technical functions of the Clerk's Office as needed. Duties include assisting in receiving and maintaining case-related records and documents, including receipt, review and referral of all mail and documents submitted to the court. The incumbent will field telephone, in person and electronic inquiries, process requests for information and documents and support customer service activities. The Generalist will use various specialized programs to assist in processing cases, entering record information, processing fees and payments and supporting other case-related activities. As required, the Generalist will support courtroom activity and preparation of materials for the court. The Generalist may be called upon to assist in inventory, management of supplies, copying, scanning, and other records management activities. The Generalist may assist with other operational activities as required. Refer to the complete Position Description attached to this announcement.

QUALIFICATIONS

The successful applicant for the position will possess strong organizational and interpersonal skills, present a professional image and demeanor, and exercise appropriate discretion in dealing with confidential information. Significant experience with and skills in using computer-based applications, including word processing, are required. All applicants must have earned at least a high school diploma,

or its equivalent. Federal court experience and/or a bachelor's degree or paralegal certificate is highly preferred. To qualify for CL 24, applicants must possess a minimum of one year of specialized experience. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, or laws. One year of progressively responsible clerical or administrative experience in a legal setting is preferred. Education may be substituted for a specialized experience at the court's discretion. Strong oral and written communication skills and attention to detail is required.

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. Benefits include: health, dental, vision, life, long term care and long term disability insurance, annual and sick leave, paid holidays, retirement, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit www.uscourts.gov/careers.

CONDITIONS OF EMPLOYMENT

Applicant must be a United States citizen or eligible to work in the United States. Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Appointment to position is provisional pending suitability determination by the court based on results of a background investigation and fingerprinting. Employees are subject to the [*Judicial Code of Conduct for Judicial Employees*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. The Court of Appeals is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Submit a cover letter, detailed resume, and AO78 Application for Employment (located at www.ca6.uscourts.gov) to the Human Resources Office at: ca06-humanresources@ca6.uscourts.gov or Human Resources Manager, United States Court of Appeals for the Sixth Circuit, 100 East Fifth Street, Room 503, Cincinnati, Ohio 45202. To ensure consideration, applications should be submitted to the Human Resources Office on or before September 30, 2016, but the positions are open until filled. More than one position may be filled with this announcement. The Court will communicate only with those applicants selected for an interview.

Job Title	Generalist	CL - 24
Occupational Group*	Operational Court Support	

Job Summary

The Generalist is an entry-level position which provides support to the various functional teams in the Clerk's Office. The incumbent will be called on to perform various operational, administrative and technical functions including but not limited to the following: supporting intake, records and case management by maintaining and processing case information and assisting with managing the progression of cases in accordance with approved internal controls, procedures, and rules. The incumbent will assist with receptionist duties, case initiation, records and reproduction, and other appellate case activities. The Generalist may be called on to provide paralegal-type duties and assist with other similar operational activities as required. The incumbent will be assigned to duties on an as-needed basis.

Representative Duties

- Support case management functions, including electronic docketing, scanning, and processing. Review documents for conformity with rules and regulations. Make summary entries of documents and proceedings. Receive and docket documents. Sort, classify, and file case records. Maintain integrity of the filing system by maintaining timely and accurate filing of documents. Certify court documents. Create and process new case files. Assist with entry of various other case documents on the docket.
- Scan, create PDF files, enter data, and upload documents into the case management system, including pleadings, petitions, motions, complaints, minutes, orders, and proceedings as necessary to maintain the accuracy and completeness of the electronic case file.
- Perform receptionist duties, greet visitors, answer and route incoming calls. Provide appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assist the public in the use of computerized records and information databases.
- Assist with physical and electronic records management.
- Assist with mail processing. Scan, copy, file, pickup, sort, and process mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Maintain court files.
- Act as relief cashier, as directed. Duties include, collecting appropriate fees, processing credit card payments, issuing receipts, securing funds in cash register, and balance cash drawer at end of the day.
- Provide general office support. Operate a variety of copying, scanning, and records equipment.
- Provide courtroom support as primary, backup or setup courtroom deputy.
- Assist with inventory control, including supplies management. Use both manual and automated inventory tracking tools.
- Process attorney admissions to practice before the court, verify attorney's authority to practice, and prepare certificate of admission, as required.
- Perform duties for absent employees in various positions.
- Perform other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Court Operations

- Knowledge of local court rules, practices, procedures, and forms. Knowledge of purpose and format of legal documents. Knowledge of where to distribute documents. Knowledge of how to process, issue, and certify documents. Knowledge of procedures for public access to court files. Knowledge of mailing options and requirements. Knowledge of legal terminology. Knowledge of basic documents (i.e., pleadings, correspondence, transcripts, etc.). Skill in making docket

entries. Skill in mathematics. Ability to verify attorney admission.

- Knowledge of inventory guidelines and automated systems used for tracking inventory.

Judgment and Ethics

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work well within a team.

Information Technology

- Skill in typing and use of electronic equipment. Knowledge of requisite court computer programs. Ability to use various types of office equipment. Skill in using a cash register. Skill in using automated systems and equipment to review dockets and documents.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to provide support for the processing of information and documents, case files, and other related forms and documents. Generalists ensure that court procedures and rules are followed in a timely and accurate manner. Generalists provide answers to customer inquiries regarding court procedure and case status. Incumbents keep cases free from error and consistent with the rules governing the records. Accurate records are crucial to the integrity of the court and a basic function that is expected from the court. Incumbents are also the “face” of the court to much of the public and therefore can influence the public image of the court. Errors can have the effect of inconsistent enforcement of the rules governing the case record and could affect the reputation and integrity of the court. If errors result in lost records due to incorrect entry, incorrect closure, or other cause, it could have considerable consequences on the court and the affected parties.

Factor 3 – Complexity and Decision Making

Generalists maintain filing systems, initiate cases, and retrieve and review incoming court documents. Work processes are well defined but take some time to learn. The most complex aspects of the job involve tasks related to the comparison or compilation of data, or the ability to avoid errors while processing large numbers of items during customer service distractions and interruptions. Decisions are based on well-defined standard procedures and work policies and are related primarily to whether material being considered meets the standards of acceptance for filing. Incumbents distribute documents, notify individuals, answer questions, and use discretion with regard to what information is shared with whom.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are chambers staff, court unit staff, and staff of other courts for the purpose of providing and receiving files and case information.

Factor 4B – Interactions with External Contacts

The primary external contacts are the public, parties, attorneys, and other government agencies for the purpose of exchanging information, providing information, and advising on proper procedures.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Some lifting is required.