

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #19-08



Operations Specialist
(Up to two (2) positions may be filled)

Location: Cleveland, Ohio

Reports to: Operations Supervisor

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 24 – CL 25

Starting Salary Range: \$38,784 - \$69,653

Posted: June 10, 2019

Closes: Opened until filled – first consideration will be given to applications received by June 21, 2019.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for an Operations Specialist in our Cleveland courthouse.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop 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.

POSITION SUMMARY:

Operations Specialists operate in a team environment and handle all aspects of court support. Duties include docketing, maintaining and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules. Operations Specialists review filed documents to determine conformity, take appropriate action, ensure all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Incumbents are expected to support other Operations functions (e.g., jury administration, intake, records) as well as serve as Electronic Court Recorder Operators and back-up Courtroom Deputies as needed. Promotion potential to CL 25 without further competition if the appropriate qualification requirements are met.

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, docketing and noticing, 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, which includes filing and archiving records, electronic court recording, jury and courtroom deputy support. 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.

QUALIFICATIONS: (Qualifications must be met at the time of application)

To qualify, applicants must have a minimum of one year of specialized experience. Specialized experience is 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, regulations, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred qualifications include:

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification
- Legal/paralegal experience and experience with federal court electronic filing
- Prior training or experience with electronic court recording, court calendars and dockets or courtroom deputy duties

Required Skills:

- Proficiency with Windows-based applications, including database, spreadsheets, WordPerfect or Microsoft Word and Adobe PDF files specifically as it relates to preparing documents, compiling data, and preparing reports
- Outstanding customer service and support skills
- Ability to communicate effectively, both orally and in writing
- Ability to apply a body of rules, regulations, directives or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines
- Problem solving skills
- Ability and willingness to travel occasionally to district offices

BENEFITS:

Employees of the U.S. 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 (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents **IN A SINGLE PDF** to apply@ohnd.uscourts.gov. **ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Subject of Email should read: **Vacancy 19-08.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.

- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. A general skills assessment test will be administered.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on June 21, 2019. All requested documentation must be provided in order to be considered for this position.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered “at will” and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.