



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401 (k)-styled program with up to 5% match
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Operations Support Clerk

VACANCY #21-26

LOCATION: Toledo

REPORTS TO: Deputy in Charge

STATUS: Full-time (8am-4:45pm)

CLASSIFICATION: CL 23/24

POSTED: July 21, 2021

SALARY RANGE: \$34,945- \$50,395

CLOSING DATE: Open Until Filled. *First consideration given to applicant packets received by August 3, 2021.*

Position Overview

The Operations Support Clerk performs various operational functions in accordance with approved internal controls, procedures, and rules and is responsible for assisting in maintaining and processing case information. The Operations Support Clerk serves as a records and reproduction clerk, provides customer service, processes mail, assists with jury and naturalization processes, and assists with scheduling and coordinating public relations programs/activities. The Operations Support Clerk may assist with other operational activities as required.

Duties and Responsibilities include, but are not limited to the following:

- Retrieves records/files and makes copies of dockets and records for court personnel, the bar, other federal agencies, the public, and inmates via in person, telephone, mail, and/or e-mail requests regardless of format (i.e., live database, archived/microfiche, hard copy).
- Assists in the processing of certifications, requests for research or requests for updates, name searches and/or copies of automated court records.
- Receives, logs, sorts, distributes, and routes all incoming mail (U.S. Postal mail, Federal Express, UPS, etc.). Opens and processes all mail for Clerk's Office and chambers according to established procedures, processes interoffice mail to and from other court locations. Prepares mail remittance log to track incoming checks that have been sent via mail.
- Posts outgoing mail, maintain the mail meter, and meter log. Operate scanning, postage machines, and local fax notification equipment. Organize, prepare, and ship records to the appropriate Federal Records Center
- Assist with jury processes, preparation of jurors, and jury/juror procedures as needed.
- Assists with organizing naturalization ceremonies; attends onsite and offsite ceremonies as required.
- Utilizes various computer programs to obtain case information and tracks the movement of files.

How to Apply:

Applicants must submit ONE PDF document containing the following to:

Apply@OHND.uscourts.gov

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check including fingerprint records check.
- Employment is considered provisional until the FBI background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Assists with public relations programs and activities including but not limited to courthouse tours, meetings, training/educational programs. Maintains the vacant courtroom schedule.

Qualifications (Must be met at the time of application):

Required:

- High School Diploma or equivalent.
- Two (2) years generalized experience. (Education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience).
- Proficiency with Microsoft Office Suite (MS Word, MS Excel, PowerPoint).

Preferred:

- Specialized experience in a court, legal, social services and/or community corrections environment. (Specialized experience is progressively responsible clerical or administrative experience requiring regular and recurring application of clerical procedures that demonstrate the ability to apply rules, regulations and directives, and involve the routine use of specialized terminology and automated software equipment for word processing, data entry or report generation.)
- College degree or certificate from an accredited college/career school in a related field (i.e. business administration, office management, public administration) is desirable.

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.