



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

Court Services Clerk

VACANCY # 22-30

LOCATION: Cleveland, Ohio

REPORTS TO: HR Director

STATUS: Full-time permanent

CLASSIFICATION: CL 23/CL 24

POSTED: June 30, 2022

SALARY RANGE: \$37,344-\$55,155

AREA OF CONSIDERATION: All qualified applicants

CLOSING DATE: Open Until Filled. First consideration date July 12, 2022

POSITION OVERVIEW:

The Court Services Clerk provides basic support and assistance with administrative, technical and customer service work over multiple functions in accordance with approved internal controls, procedures, and rules. The Court Services Clerk ensures efficient and fair operations of court programs, including but not limited to, Jury, Naturalization, ADR, Statistics, and Pro Bono. The Court Services Clerk also assists with other operational activities as required. Promotion potential to CL 24 without further competition if the appropriate qualification requirements are met.

DUTIES and RESPONSIBILITIES:

- Prepares and mails summons notices and forms. Processes returned summons, including data entry and preparation of excusal letter.
- Operates the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and/or advise supervisor of non-compliant jurors.
- Performs quality checks on data entry and makes appropriate corrections. Maintains the interactive voice response system for summoned jurors.
- Checks-in jurors, enters payroll, conducts juror orientation, and assists jurors with their logistical needs. Monitors and records juror attendance and selection and prepares attendance certificates. Prepares, receives, and processes juror exit questionnaires.
- Assist with Naturalization check-in and ceremonies, name change requests, and addressing new citizen questions.
- Prepares documents to be given to the public.
- Assists with ADR and Pro Bono Recordkeeping.
- Routinely monitors jury & naturalization spaces and makes requests for maintenance.
- Perform other operational, administrative, or technical support duties as assigned.

Court Services Clerk VA 22-30

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Subject of email should read Vacancy 22-30
- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Branch Employment found at:

<https://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 with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the 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.

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

To qualify, applicants must be a high school graduate **and** have a minimum of two (2) years of general experience and 1-2 years of in-person or telephonic customer service experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Required Skills:

- Proficiency with Windows-based applications, including database, spreadsheets, Microsoft Word and Adobe PDF files specifically as it relates to preparing basic documents, entering and checking data in computerized databases, and preparing reports.
- Ability to learn local court rules, practices, policies and procedures regarding the administration of jury panels.
- Ability to learn the terms and processes used for court calendars and dockets.
- 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
- Ability and willingness to travel occasionally to district offices

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

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.

To apply, see instructions in the blue margin.