

**U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA
GENERALIST CLERK**

Starting Salary: CL 24 (\$31,673- \$35, 634)

THE POSITION

A Generalist Clerk performs a wide variety of tasks including (but not limited to) the following: sorting, classifying and filing of case records, retrieving and making copies of documents, lifting and moving boxes and files, receiving and reviewing incoming documents and files documents meeting requirements, collecting and maintaining responsibility for fees paid to the court, providing an array of customer services and information both in person and on the telephone, routing documents to the proper location within the court, assures assignment of case numbers and randomly assigns cases to judges, issuing receipts and preparing case files, routes documents to proper location within the court, verifies attorneys' authority to practice before the court, sorting, processing and distributing mail, and other office duties as may be assigned.

EMPLOYMENT BENEFITS

- 10 paid federal holidays
- 13 days paid vacation for first 3 years
- 20 days paid vacation after 3 years
- 26 days paid vacation after 15 years
- Optional medical coverage
- Optional life insurance
- Long-term care & disability options
- Retirement program
- Thrift Savings Plan
- Pre-tax medical & childcare spending accounts
- Pre-tax commuter & transportation accounts
- Credit Union Membership

MINIMUM QUALIFICATIONS

To qualify for this position the individual must be a high school graduate or equivalent and possess one year of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. 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 personnel/payroll operations. College degree preferred. Possess the ability to type 35 WPM or better; ability to access and enter data on a network computer system; ability to work harmoniously with others; ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.

OTHER INFORMATION

Successful applicants selected for interview will be required to undergo a credit and criminal background check, which includes fingerprinting, and will be administered a written aptitude and typing test. The selected applicant must satisfactorily complete a probationary period. Training opportunities available for career advancement. This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay.

HOW TO APPLY

Cover letter and resume, including complete employment and educational history should be mailed to Personnel Supervisor, U.S. District Court, P.O. Box 1805, Pgh, PA 15230. Attention: Generalist Clerk position.

APPLICATION DEADLINE

Applications must be received no later than 3:00 p.m. on Wednesday, May 16, 2007. Due to the volume of resumes received, the Court will only communicate with those individuals who will be tested and interviewed for open positions. If you are not notified, another candidate within the recruitment process with more experience or higher qualifications was selected. No telephone calls, please.

The Court is an Equal Opportunity Employer

ANNOUNCEMENT #: 07-01

DATE POSTED: May 7, 2007