

UNITED STATES DISTRICT COURT

Southern District of Indiana
Indianapolis Division

GENERALIST CLERK

Salary: CL 23/24 - \$28,679-\$39,390
depending on qualifications and experience
CLOSING DATE: Monday, April 23, 2007

The United States District Court is accepting applications for a Generalist Clerk for the Indianapolis Divisional Office. Must have exemplary customer service skills, a friendly, helpful, and professional demeanor, and be able to work as part of a team. Successful candidates will be highly motivated and exhibit excellent attention to detail. A professional appearance is required.

FUNCTION: The Generalist Clerk handles clerical duties, receives and reviews incoming documents to determine conformity with federal and local rules, makes summary entries of all documents and proceedings on the docket, and files documents in court files. This position also opens and prepares case files, assures assignment of case numbers, randomly assigns cases to judges, and assists in case management by ensuring that all automated entries are properly docketed and linked. Collects appropriate fees and prepares receipts, routes documents to proper offices after acceptance, assists the public, and closes cases upon receipt of terminating documents.

QUALIFICATIONS: Two years general experience is required (plus one year specialized experience to qualify for the CL 24 level), which includes progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Legal experience is preferred.

APPLICATION: Please *mail* a cover letter and resume to:

United States District Court
Personnel (Generalist Position)
46 East Ohio Street, #105
Indianapolis, IN 46204

postmarked no later than April 23, 2007.

Faxed or emailed resumes will not be accepted. The Court is an Equal Opportunity Employer. Applicants are subject to a complete background check. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.