

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Announcement #05-5:	ADMINISTRATIVE GENERALIST
Opening Date:	April 15, 2005
Developmental Salary Range (CL 23/24):	\$27,838-\$38,547
Full Performance Salary Range (CL 24):	\$50,107

The Clerk's Office has an opening for a **Administrative Generalist**. This is a temporary position with the potential to become a permanent position. Persons interested in applying for this position should submit a letter of interest and resume by **April 29, 2005** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, N.W.
Atlanta, Georgia 30303

The person selected for the position will be required to undergo a background investigation.

Duties: The primary function of this position will be to serve as a relief deputy clerk in the Administrative Support Division when other deputy clerks are absent and to assist in preparing deposits, reconciling cashiers' monies, verifying and receipting of goods and services, preparing payment vouchers, issuing mandates, judgments, and opinions. This requires a working knowledge of the clerical and case processing functions and duties of each section, including receptionist, financial/procurement, records, calendaring and court sessions. Incumbent prepares visiting judges chambers and sets up for court meetings. Incumbent enters appropriate information on opinion subscription payments into the automated computer system. Incumbent may also be called upon to assist in special projects and to perform other duties as assigned. This position requires a demonstrated ability to communicate effectively orally and in writing. Some lifting may be required.

QUALIFICATIONS: High school graduation, or the equivalent, plus two years general experience for CL 23. For CL 24, high school graduation, or the equivalent, plus one year specialized experience, including at least one year equivalent to work at CL 23 level.

GENERAL EXPERIENCE: 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.

SPECIALIZED EXPERIENCE: Progressively responsible clerical experience that required 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 may be acquired in an appellate or federal court environment, in law firms, or in legal counsel offices, as well as elsewhere.

For placement at CL 23 salary levels above minimum up to the including step 25 (considering competitive factors and an evaluation of quality of experience), at least one year specialized experience.

For placement at CL 24 salary levels above minimum up to and including step 25 (considering competitive factors and an evaluation of quality of experience), at least two years of specialized experience equivalent to work at CL 23 level is required.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

Educational Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Proficient typing/computer skills desirable.

**** MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT ****
**** THROUGH OCTOBER 31, 2005 ****
EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS – From 13 to 26 days per year depending on length of federal service.

PAID HOLIDAYS – 10 days per year

SICK LEAVE – 13 days per year

HEALTH INSURANCE – Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

LIFE INSURANCE – Employees may participate in the Federal Employees Group Life Insurance Program.

FLEXIBLE BENEFITS – Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE – Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

WITHIN-LEVEL SALARY INCREASES – Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.

TIME IN SERVICE – Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

RETIREMENT – Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS