UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF ALABAMA

Vacancy Announcement
Vacancy 16-02

Intake Clerk

Court Personnel System Classification Level: 23/24
Salary Range: $32,019-$57,631
Starting classification level and salary dependent upon experience and qualifications
Promotion potential to CL 24 without further recruitment.

Open to All Applicants

Open Date: 03/15/2016 Closing Date: 04/05/2016

POSITION OVERVIEW

The U.S. District Court of Alabama Middle is accepting applications for the position of full-time Intake Clerk. The Court is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills, and enjoys working with the public. The Intake Clerk performs a variety of civil, criminal, and pro se intake duties. This position reports to the Civil Docketing Supervisor. This position is located in Montgomery, AL. The work schedule for this position is Monday through Friday 8:00 am until 5:00 pm.

REPRESENTATIVE DUTIES

- Receive, stamp, and review incoming documents to determine conformity with appropriate rules, practices, and court requirements. Assure assignment of case numbers; prepare and enter case information in automated system and route documents to proper offices after acceptance.
- Sort, classify, and file case records. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents, create, open, and process new case files in case management system. Verify attorneys' authority to practice before the court.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in the use of computerized databases. Research and resolve customer issues.
- Inform customers of required fees, receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.
- Other duties as assigned.

QUALIFICATIONS

All candidates must have a high school diploma or equivalent. Bachelor's degree and administrative experience are highly desired. The successful candidate should demonstrate:

- Excellent organizational skills and experience handling multiple tasks and projects
- Ability to get along well with others
- Strong verbal and written communication skills and the ability to work effectively with a variety of people either in person or on the phone

- Ability to work without supervision and take initiative
- Ability to work with strict deadlines and in fast paced environment
- Experience working in Microsoft Office
- Ability to lift up to 40 pounds and to sit or stand for long periods of time with or without accommodation

BENEFITS

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off.

ADDITIONAL INFORMATION

- Only qualified applicants will be considered for this position.
- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense.
- A background investigation with law enforcement agencies, including fingerprint and criminal record check, will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of investigation. Unsatisfactory results may result in termination of employment.
- Employees of the US District Court are “At Will” employees and are subject to a one year probationary period. Employees must adhere to the Code of Conduct for Judicial Employees.
- Payment of salary is subject to the mandatory electronic fund transfer (direct deposit) to a financial institution.
- Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive any communication.
- **Incomplete or late submissions will not be considered**. Must be postmarked by closing date if sent via U.S. mail or received by closing date if sent via e-mail.

HOW TO APPLY

To apply, qualified applicants should submit 1) a cover letter summarizing related skills and interest for this position and 2) an AO78, Application for Federal Judicial Employment, via email to webmaster@almd.uscourts.gov or by regular mail to:

Human Resources 16-02
US District Court
PO Box 711
Montgomery, AL 36101

The application, form AO 78, and a summary of Federal Judiciary benefits can be located at http://www.uscourts.gov/careers/. This Court is an Equal Opportunity / EDR Employer.