

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF WEST VIRGINIA

VACANCY ANNOUNCEMENT

JOB ANNOUNCEMENT NUMBER: 2004-02

POSITION: Deputy Clerk

DUTY LOCATION: Clarksburg, West Virginia

STARTING SALARY RANGE: CL 25 (\$31,149 - \$50,617) depending upon experience and qualifications

APPLICATION DEADLINE: Open until filled; applicant review will begin September 24, 2004.
(Application Period Opens August 23, 2004)

Position Overview: The Clerk's Office of the United States District Court for the Northern District of West Virginia is now accepting applications for the position of **Deputy Clerk**. This position will be located in the Clarksburg Clerk's Office. As a member of a case management team, the Deputy Clerk functions in an administrative capacity and is responsible for processing pleadings and other papers filed in federal court.

The Deputy Clerk receives, reviews and files incoming documents that conform with appropriate rules, practices and court requirements; collects appropriate filing fees; assigns case numbers. The Deputy Clerk also makes summary entries of documents and proceedings on the court's electronic case management system; ensures all automated entries are appropriately linked for proper case management; and, from time to time, serves during courtroom proceedings as a courtroom deputy.

Additional duties include preparing and transmitting to appropriate parties documents such as notices, judgments and orders; informing parties when a judgment or appealable order is entered, preparing the record on appeal, and answering inquiries regarding case status. The Deputy Clerk also closes cases upon receipt of terminating documents, such as judgments and closing orders; maintains the official court files; makes copies of records for the court, bar and public; and prepares and ships records to the Federal Records Center.

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must be a high school graduate and possess a minimum of 4 years of progressively responsible clerical or administrative experience demonstrating:

- ▶ The regular and recurring application of clerical procedures;
- ▶ The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ▶ Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity.

Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts. Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for 2 years of experience. *Preference will be given to candidates with court experience.* Candidates must also demonstrate:

- ▶ A consistent past employment record (an employment verification, reference check and law enforcement records check will be made prior to any offer of employment);
- ▶ Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze,

- and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ▶ An ability to apply a body of rules, regulations and policies;
 - ▶ Superior oral and written communications skills;
 - ▶ Strong inter-personal skills; and
 - ▶ A professional demeanor and appearance appropriate for a law or professional office environment.

Benefits: Employees of the federal Judiciary are not included in the official Civil Service classification system and are considered “at will” employees. The position is entitled to benefits similar to those given to other federal employees, which include: 10 paid holidays, paid annual and sick leave, health insurance (requires employee contribution), group life insurance options, Federal Employees Retirement System, Thrift Savings Plan (equivalent to a 401K), medical, dependent care, and commuter reimbursable savings accounts, and CNA Long Term Care Program.

Conditions of Employment: Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply; however, court employees are entitled to the same benefits as other federal government employees.

- Duty station assignments are the sole discretion of the Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, candidates must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the Northern District of West Virginia, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.
- Relocation expenses will not be provided.

Application Procedures: A letter of application, resume, and current list of professional references should be submitted to:

Wally Edgell, Ph.D.
Clerk, U.S. District Court
P.O. Box 1518
Elkins, WV 26241