
CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

ANNOUNCEMENT NO.:	04-04	DATE:	September 30, 2004
NO. OF VACANCIES:	ONE	SUBMIT RESUMES TO:	
POSITION TITLE:	GENERALIST CLERK DOCKETING/INTAKE		Clerk's Office U.S. District Court
DUTY STATION:	JACKSON, TN		242 Federal Building Memphis, TN 38103

CLOSING DATE FOR RECEIPT OF RESUMES: October 22, 2004 www.tnwd.uscourts.gov

NOTICE OF VACANCY

POSITION OVERVIEW: Performs all duties associated with maintenance of the court's civil and criminal dockets. Using an automated case management system, maintains a docket and suitable indices conforming to the Federal Rules of Civil and Criminal Procedure for every civil case and every criminal information or indictment returned. Makes complete, concise, summary entries on the docket for all papers filed and all proceedings held in open court. Coordinates docket activity for assigned judge with judge's respective case manager to ensure pro-active management of judge's calendar. Prepares statistical reports, enters default judgments, receives and files satisfactions of judgments and enters same in the records, and furnishes information, either in person, by telephone, or by correspondence, as to the status of cases. Processes Rule 20, 21, and 40 papers and probation transfers. Processes and coordinates Notices of Appeal, prepares record on appeal, and transmits record to 6th Circuit Clerk's Office. Performs all duties associated with the receipt, examination, acceptance, filing, and distribution of all pleadings relating to the jurisdiction of the court. Issues civil processes such as summonses, subpoenas, writs of attachment, writs of garnishment, writs of execution, abstracts, and the like. Verifies whether a valid judgment is on file and whether it is satisfied; issues summonses for defendants when requested by the United States Attorney or directed by the court; coordinates attorneys admission to practice; collects fees for commencing civil actions, appeals, attorney admissions, performing searches, indexing copy work and any other services for which the Judicial Conference of the United States has established fees be assessed. The incumbent is a highly visible public resource to whom attorneys, litigants, and the general public routinely look for court and case information over the counter, by telephone, and by letter. Because of frequency of contact with the bar and public, this position demands professional demeanor, maturity, discipline, a strong service orientation, tact, and humor. Performs other duties as assigned.

QUALIFICATIONS

Classification Level	Education	Years of Experience		Salary
		<u>General</u>	<u>Specialized</u>	
CPS 24	High School (College Degree Preferred)	2	1	\$29,280

NOTE: One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

APPRENTICESHIP: This is an "AT WILL" appointment. Appointee subject to ONE year apprenticeship. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

JOB REQUIREMENTS: Knowledge of the documents required and used within the court unit, the sequence of their use, their content, and the rules of acceptability. Knowledge of the roles and responsibilities of the court unit staff is necessary so that the incumbent can make decisions on the proper routing of documents and whom to ask for advice and assistance. Ability to meet and communicate effectively with a variety of people. Skill in using applicable automated systems.

SCOPE AND EFFECT OF WORK: The performance of the incumbent has impact on the overall court and persons outside it. Incorrectly accepted and/or processed documents create scheduling and other problems. Failure to determine the proper priority of an action and the routing to the proper individual to handle the priority can result in serious problems for the unit and the court.

COMPLEXITY: The work process is well defined. The possibility of errors is constant, given the large number of items handled and distractions such as persons arriving and asking for help, and telephone interruptions. Decisions are related primarily to whether the material being considered meets the test of acceptability.

WORK PARAMETERS: The work is primarily driven by the volume of material received. Guidelines/procedures are well defined and supervisor(s) are readily available. Within the context, incumbent has limited discretion as to when and in what order the tasks are to be accomplished.

PERSONAL INTERACTIONS: The incumbent has daily contacts with court personnel, outside attorneys and the general public for the purposes of exchanging information, providing information and advising on proper procedures.

ENVIRONMENTAL DEMANDS: Work is usually performed in an office setting.

GENERAL EXPERIENCE: Responsible clerical or administrative experience which provided a knowledge of general office practices such as filing, typing, telephone usage, record keeping, sorting and mail distribution. Experience using computers and computer applications, e.g., word processing, and familiarity with cashier practices are required.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience which required regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives or laws. Such experience is commonly, but not exclusively, encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level in accredited institutions may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of the requirements for a bachelor's degree from an accredited college or university may, in certain instances, be substituted for one year's specialized experience.

The United States District Court for the Western District of Tennessee is a federal trial court with jurisdiction over 22 counties in the western part of the state, all but two of which are located between the Tennessee and the Mississippi Rivers. The district is divided into two divisions; the Western Division, located in Memphis, the District's headquarters, and the Eastern Division, located in Jackson, Tennessee.

Employment in the federal judiciary offers benefits to full-time employees which include:

- 10 paid holidays per year
- generous vacation time, depending on length of service
- paid sick leave
- medical and life insurance options
- retirement

Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and background records check.

Interested parties must submit resumes to the Personnel Specialist for consideration prior to close of business on the closing date.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER