



◆◆◆ UNITED STATES DISTRICT COURT ◆◆◆
WESTERN DISTRICT OF TENNESSEE

JOB OPPORTUNITY

Announcement #: 10-04
Position: Generalist Clerk - Part Time/Permanent (max. 20 hrs. wkly)
Location: Memphis, TN
Classification/Salary Range: CL 23 (\$15,504 - \$19,395) based on qualifications
Opening Date: May 2, 2010 **Closing Date:** May 23, 2010

The U.S. District Court for the Western District of Tennessee consists of 10 judicial officers and staffs located in two divisions (Memphis and Jackson).

DUTIES AND RESPONSIBILITIES:

The Part Time, Permanent Clerk Generalist position is located in the Memphis Division of the Clerk's office. Primary duties include Intake Counter assistance, telephone answering and mail processing. Provides administrative support for office staff by scanning, faxing copying, filing and typing documents upon request. May be required to occasionally assist with special projects.

SKILLS AND EXPERIENCE:

1. Ability to communicate information accurately and timely
2. Ability to lift and/or move up to 50 lbs.
3. Skill in use of automated systems, a variety of office equipment & Windows-based applications
4. Experience in dealing with the public

QUALIFICATIONS:

Must be a high school graduate with two years general office work experience to qualify for CL 23. One year specialized experience equivalent to work at CL 23 is needed to qualify for CL 24. Court experience is preferred.

General Experience:

Min. two years of 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 or administrative experience involving the routine use of keyboard skills that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.

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. Education may not be substituted for specialized experience because this court support position requires hands-on experience to be credited as specialized experience.

CONDITIONS OF EMPLOYMENT:

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting, and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court’s web site at <http://www.uscourts.gov/guide/vol2/ch2a.html>.

BENEFITS:

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care insurance, optional flexible spending accounts for health and dependent care reimbursement, optional commuter benefits plan, paid holidays, leave accrual, and periodic salary increases.

APPLICATION INSTRUCTIONS:

Qualified persons must submit cover letter, & judiciary application (available on the court’s website: <http://www.tnwd.uscourt.gov/employment-opportunities.php>) detailing qualifications and experience and three character reference names and phone numbers via email to: tnwdjobs@tnwd.uscourts.gov. Subject line must contain: Job announcement 10-04 Generalist Clerk Part-time.

Due to the volume of applications received, the Court will only communicate with those individuals who are invited for a personal interview. The Court is not authorized to reimburse candidates for travel or relocation expenses. The Federal Building is a non-smoking facility.

The U.S. District Court is an Equal Opportunity Employer
