

**CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

ANNOUNCEMENT NO.: 14-04

DATE: August 15, 2014

**POSITION TITLE: GENERALIST CLERK
DOCKETING/INTAKE**

DUTY STATION: JACKSON, TN

Classification Level: CL 23/1- CL 23/25 (\$31,343- \$39,179)

CLOSING DATE: Open until filled (first consideration given to submissions made by 8/31/14)

www.tnwd.uscourts.gov

POSITION OVERVIEW:

Performs all duties associated with maintenance of 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 filings and 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 as to the status of cases. Processes Rule 20, 21, and 40 papers and probation transfers. Processes and coordinates Notices of Appeal and examines accuracy of record for the 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 garnishments, 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:

Minimum 3 year's experience required through progressively responsible clerical or administrative experience which has provided a knowledge of general office practices such as filing, typing, telephone usage, record keeping, sorting and mail distribution. Experience using computers, computer applications, automated systems and familiarity with cashier practices required. One year must have provided legal terminology and demonstrated ability to apply a body of rules, regulations, directives and laws. Such experience is commonly, but not exclusively, obtained in law firms, law offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters or personnel/payroll operations. Experience with electronic case filing is desirable.

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/ background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit cover letter, resume and application prior to close of business on the closing date to: tnwdjobs@tnwd.uscourts.gov Reference job title and position number 14/04 in the subject line.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER