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CAREER OPPORTUNITY  
U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

**ANNOUNCEMENT NO:** 22-05 **DATE** September 2, 2022

**NO. OF VACANCIES:** ONE (FULL TIME)

**POSITION TITLE:** Generalist Clerk, Intake

**SALARY:** CL23 (\$35,788 - \$58,169)

**Submit Applications, Resume' and cover letter to:** [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov)

**CLOSING DATE:** September 23, 2022

\*\*\*\*\* NOTICE OF VACANCY\*\*\*\*\*

**DUTY STATION:** This position is assigned to the United States Courthouse located in Jackson, Tennessee. Travel to the Memphis, TN divisional office may be required.

**POSITION OVERVIEW:** The United States District Court for the Western District of Tennessee is seeking qualified applicants for the position of Generalist Clerk, Intake . The position functions in the court's divisional office located in Jackson, Tennessee. Employees of the Clerk's Office report directly to the Deputy In Charge of the divisional office. This position will perform duties associated with daily court intake and overall court operations.

**REPRESENTATIVE DUTIES:**

- Provide exceptional customer service to the public, attorneys, and visitors to the court, whether in person or over the telephone, providing accurate answers to questions regarding procedural information, case dockets, general court information or inquiries relating to jury service.
- Opens, reviews, separates, and distributes mail; logs remittances, writes receipts for payments made; and reconciles transactions in accordance with internal controls policies and procedures. Also assists with preparation of outgoing mail.
- Screen incoming documents, research and resolve special problems related to case filings; answer written inquiries.
- Responsible for filing, scanning and entry of documents into the automated case management system (CM/ECF) for civil, criminal and appeal actions which will include new case opening and entries for existing case records. These entries will include but not be limited to such items as: complaints, petitions, indictments, motions, pleadings, responses, minutes, and orders.

- Reviews filed documents and CM/ECF entries (QC function) for conformity with rules and regulations.
- Prepare and issue summons and warrants.
- Check-in and orientation of jury pools.
- Serve as additional support to other areas of court operations as needed or assigned.
- Other duties as assigned.

### **QUALIFICATIONS:**

The successful candidate must have a minimum of three years of responsible clerical or administrative experience, one year of which must show progressively responsible specialized experience which includes a knowledge of legal procedures. That experience could come from working at a bank, a business, a law firm, a court, or another position that involves legal administration or applying statutes and regulations to work activities. A college degree is highly preferred and can substitute for two of the three years of required experience but not the one year of specialized experience. Court and/or law firm experience is preferred. Knowledge of and experience with the courts CM/ECF system is highly sought. The ability to communicate effectively both orally and in writing is critical. The successful candidate must have excellent interpersonal skills and be able to communicate with staff to determine needs and maintain complete and accurate records and files. Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential. Must possess a strong sense of personal and professional integrity; and be able to interact cooperatively with chambers and clerk's office staff. Professional appearance and demeanor are important and critical.

### **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/RulesAndPolicies/CodesOfConduct.aspx>

**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 email resume', cover letter and judiciary application (available on the court's website) to: [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov)  
The subject line must contain: Generalist Clerk, Intake Job announcement 22-05.  
Additional information about the U.S. District Court is available on the court's website at:  
<http://www.tnwd.uscourts.gov/employment-opportunities.php>

**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**