



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

JOB VACANCY ANNOUNCEMENT

POSITION TITLE: OPERATIONS SUPPORT CLERK
Full-time, Excepted Service. More than one position may be filled with this announcement.

ANNOUNCEMENT #: 14-02

LOCATION: United States District Court
Prince Kuhio Federal Building and U.S. Courthouse
300 Ala Moana Blvd., Rm. C-338
Honolulu, Hawaii

COURT PERSONNEL SYSTEM LEVEL & SALARY RANGE: CL-23 (\$35,907 - \$58,349 including COLA). Starting salary dependent on qualifications and court budget. Promotional potential to CL-24 (\$39,757 - \$64,631) without further competition, subject to funding.

CLOSING DATE: Open until filled. Applications received by 5:00 p.m., May 28, 2014, will be given first consideration.

POSITION SUMMARY

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking qualified applicants for a full-time **Operations Support Clerk** position. The Operations Support Clerk performs records and reproduction, filing, scanning, document intake, fees processing, and customer service functions within the Clerk's Office under the direction of the Operations Supervisor. This position interacts extensively with the public, chambers and court staff, attorneys, and representatives of government agencies on a daily basis.

REPRESENTATIVE DUTIES

The Operations Support Clerk is responsible for assisting in maintaining and processing case information during the initial filing of documents and performs the following representative duties:

- Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. File documents meeting requirements. Route documents to proper offices and/or staff after acceptance;
- Assign case numbers and randomly assign judges to new cases;
- Assist with collecting and cashiering appropriate court fees;
- Assist in verifying an attorney's authority to practice before the court;
- Answer telephone calls and inquiries from visitors to the Clerk's Office and refer/direct to the appropriate parties;

- Assist the public with general case information, archive information, and the use of public computer terminals;
- Scan documents, ensure image quality, and verify that the document has been docketed to the correct case and the image is attached;
- Sort, classify and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others;
- Assist in preparing, distributing, and conforming the traffic calendar;
- Issue warrants, summons and subpoenas;
- Retrieve and process incoming and outgoing mail;
- Assist in review, research, and responses to general phone, mail, and email requests and inquiries to the court;
- Prepare certified copies, exemplifications, apostilles, and certificates of search;
- Sort, interfile, and maintain various public and sealed court documents;
- Assist in making summary entries of documents and proceedings on the docket;
- Prepare and ship records to the Federal Records Center and retrieve records from centers when needed by the public, court staff, the Ninth Circuit Court of Appeals, and other agencies. Some lifting of boxes may be required;
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for the position, candidates must have a high school diploma or equivalent, and at least two (2) years of general experience which provided the candidate with progressively responsible clerical, office or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. 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 one year of general experience.

Promotional potential to CL-24 after one year of specialized experience at CL-23 **and** successful performance of Operations Support Clerk duties at CL-23 as evaluated by the Operations Supervisor, subject to funding.

Preferred Qualifications: Preference will be given to individuals with a bachelor's degree from an accredited college or university and/or direct work experience related to the processing of legal documents such as might be encountered in law firms, a court or related legal field, financial institutions, real estate offices or insurance companies. Computer proficiency, including the ability to learn the court's software programs, and work with electronic files and folders.

Candidates must also demonstrate: Excellent verbal and written communication skills; the ability to review, analyze and interpret oral and written communications. Exceptional interpersonal skills and the ability to work collaboratively in a team environment. Maturity, good judgment, high ethical standards and a positive work attitude. Strong organizational and customer service skills and attention to detail. Ability to multi-task and consistently meet deadlines and targeted goals.

Excellent typing and proofreading skills. A professional demeanor and appearance appropriate for a court environment.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will undergo an FBI fingerprint check as a condition of employment, and a six-month probationary period, subject to extension. The selected candidate will be hired provisionally pending the successful completion of the background check. Unsatisfactory results may result in termination of employment. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit. Interview and relocation expenses will not be reimbursed.

BENEFITS

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, flexible benefit and commuter benefit programs, parking/bus subsidy, flex time, and a professional environment. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

HOW TO APPLY

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following:

(1) Letter of interest; (2) current resume; (3) list of three professional references with contact information; and (4) completed and signed "AO 78 Federal Judicial Branch Application for Employment" (fillable form can be found under "Forms" at www.hid.uscourts.gov).

Application packages must be emailed to: careers@hid.uscourts.gov with the subject line, "**Operations Support Clerk #14-02**," and will not be considered complete unless **all** items have been received by Human Resources. Incomplete application packets will disqualify applicant from further consideration. The court prefers one PDF document that encompasses all aforementioned documents.

Preference will be given to application packages received by **5:00 p.m., May 28, 2014**. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written notice. Future vacancies may be filled without further advertisement.

An Equal Employment Opportunity Employer