

Position Description:

UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA

Office of Clerk of Court

Career Opportunity #: 03/15

POSITION: RECORDS CLERK

TYPE OF POSITION: Full-Time, Temporary, Indefinite

STARTING SALARY RANGE: \$25,464 - \$31,830 (CL 23/1 - CL 23/25)

SALARY POTENTIAL: \$25,464 - \$41,380 (CL 23/1 - CL 23/61)

CLOSING DATE: May 2, 2003

LOCATION: Tucson, Arizona

Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch, or continue, a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative. The U.S. District Court offers competitive wages, paid vacation time, and a host of benefit options that include medical insurance, life insurance, a pension plan, a flexible medical spending account, and a tax deferred savings plan. The most suitable applicants will be invited for a personal interview at their own expense.

The Judiciary does not have funding available for relocation expenses. Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies. In addition, the successful applicant will be subject to drug screening prior to a formal offer.

OCCUPATIONAL INFORMATION

By Federal Rules, the Clerk of the Court is the official custodian of the records and dockets of all proceedings in district court. The federal court records management program ensures the proper creation, maintenance, storage, security, and disposal of records as well as convenient accessibility for the court, bar, and public, and ultimately, the permanent preservation of historically significant records. The person selected for this position will be accountable for maintaining the records management program from initiation of the case throughout the life of the record including work flow procedures which ensure timely and accurate capture and storage of information in a logical, systematic order and file retrieval service for court personnel, the bar, and the public in addition to the annual retirement of inactive files. The incumbent is also responsible for pulling files for court calendars and processing customer requests for files and copies.

This position may offer cross training opportunities in other areas of the operations section of the Office of the Clerk.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate or equivalent and must have two years of general experience. General experience is progressively responsible clerical experience which provided a knowledge of office clerical practices such as filing, telephone usage, and record

keeping. Education above the high school level may be substituted for required general experience. For placement above the starting salary of \$25,464 the applicant must have at least one year of specialized experience which is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in court operations units, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations. The candidate selected for this position must be able to lift and stack boxes which weigh 30 to 40 pounds.

PREFERRED SKILLS

Preference will be given to applicants with prior records management experience. Skill using automated records management systems is desirable. The successful applicant must be able to provide information from prior work experience that supports their ability to work effectively in a team environment, successfully manage multiple priorities, work with limited supervision, and skill in dealing with others in person-to-person work relationships. Experience providing excellent customer service to a variety of people in a fast-paced public environment is desirable.

Applicants will be screened for these qualifications and the best qualified applicants will be tested for basic skills such as typing, alphabetizing, numerical filing, spelling and grammar usage. Applicants who successfully perform these skills may be invited for a personal interview.

HOW TO APPLY

Submit an application form*, cover letter, resume, and a copy of your most recent performance evaluation. Your cover letter should include a narrative statement of your background as it relates to the preferred skills listed above. Submit to:

United States District Court
Attn: Human Resources Division
Evo A. DeConcini U.S. Courthouse, Suite 1500
405 W. Congress Street
Tucson, AZ 85701-5010

(520) 205-4215 FAX (520) 205-4239

*You can obtain an application form on our web page at:
www.azd.uscourts.gov

Applications will not be considered complete until all of the items listed under "How to Apply" have been received by the Human Resources Division. Complete applications must be received not later than the closing date.

The Court reserves the right to amend or withdraw any announcement without written notice to

applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool. Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies. Positions within the U.S. District Court are designated as workplace drug testing positions and all applicants considered for a position will be subject to pre-employment drug testing.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA
IS AN EQUAL OPPORTUNITY EMPLOYER