

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

**VACANCY ANNOUNCEMENT**

**14-WAW-16**

**May/June 2014**

**INTAKE CLERK**

Court Personnel System Classification Level: CL 25  
Developmental Range Salary: \$40,903 to \$51,135  
Full Performance Range Salary: \$51,561 to \$66,483  
Depending upon experience and qualifications

*Position open until filled; preference given to resumes received by June 22, 2014*

The U.S. District Court for the Western District of Washington is currently accepting applications for an Intake Clerk. This position will be located in the Clerk's Office at the U.S. District Court in Seattle, Washington. Some travel to the divisional office in Tacoma may be required.

The successful candidate will be self motivated, customer focused, and detail oriented. This position interacts extensively with the public and requires professionalism, discretion, flexibility, and sound judgment.

**REPRESENTATIVE DUTIES**

- Receives and reviews incoming documents to determine conformity with federal and local rules and procedures.
- Opens new cases on the court's electronic data base (CM/ECF).
- Conducts extensive quality assurance reviews of all new cases filed electronically, making corrections and issuing notices of deficiency as needed.
- Assures assignment of a case number and random case assignment to judges; maintains conflict lists.
- Provides assistance to the public and bar on filing procedures, general case information, copy requests, and other court services.
- Receives payments, issues receipts, balances cash drawers, and makes deposits to the U.S. Treasury.
- Prepares and monitors cases on appeal and serves as liaison to the Ninth Circuit Court of Appeals.
- Prepares, scans, and enters a variety of documents and orders in CM/ECF.
- Acts as liaison with the Federal Records Center and manages archived cases.
- Processes incoming and outgoing mail.

## **QUALIFICATIONS**

Candidates must have a high school diploma or equivalent and a minimum of three years progressively responsible administrative experience in an office environment.

The successful candidate will also possess:

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail;
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- Ability to communicate effectively both orally and in writing;
- Strong interpersonal skills and the desire to work in a fast-paced, team environment
- Ability to maintain confidentiality and use sound judgment;
- Ability to work collaboratively in a self-managing, team-based environment;
- Professional demeanor and strong work ethic;
- Excellent computer skills and ability to work with a variety of programs and applications;
- Ability to lift boxes up to 30 pounds.

Preferred skills include:

- Court or legal experience (familiarity with the legal system/legal terminology);
- Familiarity with civil and criminal procedures;
- Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems.

## **INFORMATION FOR APPLICANTS**

To be considered, qualified applicants will submit the following:

- A cover letter and resume;
- In one typewritten page or less, a response to the following question: This position requires the ability to work with the public in sometimes stressful situations. Please describe a situation where your customer service skills were needed to assist a frustrated or irate customer.

Submit application materials to:

Human Resources (14-WAW-16)  
U. S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

or via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

#### **BENEFITS**

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

***The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.***