



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

INTAKE CLERK

ANNOUNCEMENT NUMBER

21-WAW-34

ANNOUNCEMENT DATE

September 27, 2021

CLOSING DATE

Open until filled; preference given to resumes received by October 24, 2021

REPRESENTATIVE DUTIES

The United States District Court of the Western District of Washington is seeking an articulate, self-motivated, and detail-minded individual to join our Seattle Intake team. Intake clerks interact extensively with the public and must possess exceptional customer service and communication skills, a professional demeanor, and an ability to exercise discretion. The intake clerk is part of a self-directed team which requires flexibility, efficiency, and a desire to work collaboratively within the team, Clerk's Office, chambers, and other agencies.

Intake clerks assist the public and counsel with filing procedures, case information and other court services. Related duties include opening civil and miscellaneous cases, processing appeals, posting court orders, managing prisoner and immigration cases, responding to archive requests, overseeing attorney admission and discipline orders, receipting payments, and reviewing documents to ensure they comply with the court's quality control standards.

QUALIFICATIONS

A minimum of two years of progressively responsible administrative and/or technical experience in a professional environment. This fast-paced and challenging position requires strong customer service skills as well as excellent organizational and analytical aptitudes. The successful candidate must be able to maintain composure under pressure when assisting customers from varying and diverse backgrounds. This position requires the ability to exercise sound judgment, work harmoniously with others, maintain confidentiality, and exhibit exceptional ethical standards as an officer of the court.

A bachelor's degree and / or prior court experience is preferred.

SALARY RANGE

Court Personnel System Classification Level:

CL24, Step 1 – 61, \$42,388 - \$68,910

CL25, Step 1 – 61, \$46,828 - \$76,094

Depending on experience and qualifications; additional promotional potential without further recruitment.

BENEFITS

The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and eleven 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

**INFORMATION FOR
APPLICANTS**

Qualified applicants should submit the following (Word or Acrobat .pdf format only):

- Cover letter
- Resume
- Completed [AO78](#), Application for Employment
- Narrative statement of no more than one page that answers the following question: *Describe a time in your work history where your communication skills made a difference. What was the situation, what did you do, and what was the outcome?*

Via e-mail to:

seattle_personnel@wawd.uscourts.gov or

Human Resources (#21-WAW-34)
U.S. District Court,
700 Stewart Street, Suite 2218
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.

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 United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

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, the court may 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.