

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

FRANK E. MOSS U.S. COURTHOUSE  
SALT LAKE CITY, UTAH 84101

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## VACANCY ANNOUNCEMENT

### INTAKE/GENERALIST CLERK

02-UTD-11

OPEN DATE: SEPTEMBER 14, 2011

CLOSE DATE: SEPTEMBER 28, 2011

The Office of the Clerk seeks applications for the position of full time Intake/Generalist Clerk. The position is a Court Personnel System classification level 24, with a starting salary of \$34,356 annually. The work schedule for this position is Monday through Friday, 8:00 a.m. – 5:00 p.m.

#### **POSITION OVERVIEW:**

The incumbent receives and reviews new case filings and pleadings to determine conformity with appropriate rules, practices and court requirements. The incumbent collects appropriate fees, verifies attorneys' authority to practice before the court, copies court documents; responds to inquiries concerning legal process and case information, and will complete data entry and case maintenance. The incumbent will act as liaison between the court, counsel, litigants, the public and court-related agencies. He/she will furnish information to a wide variety of people within and outside the court and will be responsible for telephone coverage and other general duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

The successful candidate must be a high school graduate or equivalent with a minimum of two years of general clerical work experience and one year of specialized work experience in government or private sector, which provided a thorough understanding of office administrative procedures, automated records-keeping systems and organization of a high-volume of paper flow. A bachelor's degree in a related field may be substituted for general work experience. The position requires basic understanding of and familiarity with computers/data entry, and the initiative to accomplish assigned work independently and accurately within specified time limits. Applicants should be well groomed and exhibit a professional appearance. Applicants should have good general computer skills including a working knowledge of WordPerfect, Windows and Adobe Acrobat. Applicants should have excellent communication and interpersonal skills. Applicants must also have a demonstrated ability to apply a body of rules, regulations, directives, or laws with accuracy.

#### **PREFERRED QUALIFICATIONS:**

Progressively responsible clerical or administrative experience related to the processing of legal documents such as found in a law office, a judicial court, financial institution, real estate office, or insurance firm is highly desirable. A bachelor's degree in a related field is preferred. Experience with data entry in complex information processing systems is preferred. Demonstrated computer literacy and creativity with automated systems is also preferred.

#### **SALARY AND BENEFITS:**

The salary for this position is at CL 24 or \$34,356 - \$42,960 depending on length and relevance of experience. There is potential promotional opportunity up to a CL26 without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include: health, dental, vision, life, long term care, and disability insurances, paid vacation and sick leave, retirement benefits and tax deferred savings plan. This position is subject to mandatory direct deposit participation.

#### **CONDITIONS OF EMPLOYMENT:**

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Intake/Generalist Clerk is an excepted service position, serves at the pleasure of the court and is an 'at will' employee and can be terminated with or without cause. The incumbent will be on probationary status for the first six-months of employment and may convert to permanent status after successful completion of probation and upon a successful performance evaluation. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States.

**APPLICATION INSTRUCTIONS:**

Qualified candidates are invited to submit: 1.) a cover letter, 2.) a written response to the application questions listed below, no more than one page per response to each question. 3.) a detailed resume including education and previous employment and 4.) an Application for Judicial Branch Employment (AO78). The application form (AO-78) is available via the court's web site <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 5:00 p.m. Monday - Friday. Completed application packages must be delivered, emailed to [UTD\\_HumanResources@utd.uscourts.gov](mailto:UTD_HumanResources@utd.uscourts.gov) or postmarked no later than September 28, 2011. Faxed and incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview.

**APPLICATION QUESTIONS:**

1. Provide what computer application programs you have used and the level of expertise for each. What methods have you used to ensure your skills and use of the applications are up to date?
2. Describe how you adapted to the use of new technology or programs in your current or previous employment.
3. Explain how you have used automation creatively to complete a desired objective or overcome a challenge.

Please submit application packages to:

**United States District Court  
Intake Clerk Position  
Frank E. Moss Courthouse  
350 South Main Street  
Salt Lake City, UT 84101**