



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

INTAKE CLERK

02-UTD-25

OPEN DATE: March 14, 2025

CLOSE DATE: Open Until Filled

PREFERRED DATE: March 31, 2025

The Clerk's Office of the U.S. District Court for the District of Utah is accepting applications for an Intake Clerk position. The successful candidate will be well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills and enjoys working with the public. The Intake Clerk performs a variety of civil, criminal, and customer service intake duties. This is a full-time position with a work schedule of Monday through Friday, 8:00 am – 5:00 pm and will report to the Intake/Docketing Supervisor. The position is a Court Personnel System classification level 24, with a starting salary \$44,259 - \$55,328 annually.

The U.S. District Court for the District of Utah is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

The Intake Clerk serves as the initial point of contact between the Clerk's Office and the general public, litigants, and the bar. The incumbent receives and reviews incoming court documents for conformity with federal and local rules and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees.

REPRESENTATIVE DUTIES:

- Receive & review new case filings & pleadings to determine conformity with appropriate rules, practices & court requirements. Route documents to proper offices and/or staff after acceptance.
- Responsible for telephone coverage, furnish information to a wide variety of people within & outside the court.
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, process credit card payments and the check log for filed documents, and balance cash drawer at the end of the day.
- Assure assignment of case numbers & randomly assign judges to cases.
- Open cases in the Case Management/Electronic Case Files system (CM/ECF) upon receipt of some initiating documents such as complaints and petitions.
- Check for prior prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Respond to inquiries concerning legal process & case information.
- Scan documents, ensure quality image of scanned documents & verify that documents have been docketed to the correct case and that the correct 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.
- Act as liaison between the court, counsel, litigants, the public & court-related agencies.
- Provide assistance as needed with jury operations.
- Perform 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 Adobe Acrobat and the Microsoft Office Suite, including Word, Outlook, and Excel. Applicants should have excellent communication and interpersonal skills with experience in customer service. 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, plus demonstrated computer literacy and creativity with automated systems is also preferred.

SALARY AND BENEFITS:

The court offers a generous benefit package, competitive salary and dedication to work/life balance including flexible schedules, court paid public transportation or parking pass and telework opportunities. The salary for this position is at CL24 or \$44,259 - \$55,328 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, paid vacation and sick leave, paid holiday leave, FERS-FRAE retirement benefits, and tax deferred savings plan. This position is subject to mandatory direct deposit participation. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations.

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 Clerk is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or in the process of obtaining citizenship. More than one position may be filled from this vacancy announcement.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of interest outlining why you are interested in this position
2. Detailed resume including education, previous employment, and salary history
3. Application for Judicial Branch Employment ([AO78](#))

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Preference will be given to those application packages received by March 31, 2025. 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. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver preferred by March 31, 2025 to:

**United States District Court
Attn: HR - Intake Clerk Position
351 South West Temple
Salt Lake City, UT 84101**