



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH
SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

INTAKE/GENERALIST CLERK

4-UTD-20

OPEN DATE: JANUARY 22, 2020

CLOSE DATE: FEBRUARY 10, 2020

The Office of the Clerk is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills and enjoys working with the public. The Intake/Generalist Clerk performs a variety of civil, criminal, and pro-se intake duties. This is a full-time position with a work schedule of Monday through Friday, 8:00 am – 5:00 pm and reports to the Court Operations Supervisor. The position is a Court Personnel System classification level 24, with a starting salary of \$38,298 annually.

REPRESENTATIVE DUTIES:

- ❖ Receive & review new case filings & pleadings to determine conformity with appropriate rules, practices & court requirements
- ❖ Act as receptionist, be responsible for telephone coverage, furnish information to a wide variety of people within & outside the court
- ❖ Assure assignment of case numbers & judges
- ❖ Receive & process appropriate fees
- ❖ Verify attorneys' authority to practice before the court
- ❖ 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
- ❖ Complete data entry & case maintenance
- ❖ Act as liaison between the court, counsel, litigants, the public & court-related agencies
- ❖ 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 Word, 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, plus demonstrated computer literacy and creativity with automated systems is also preferred.

SALARY AND BENEFITS:

The salary for this position is at CL 24 or \$38,298 - \$47,899 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, 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 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 be eligible to work in the United States. Multiple positions may be filled from this vacancy announcement.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of interest
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. Application packages must be received by February 10, 2020. 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. Applications 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 by February 10, 2020 to:

United States District Court
Attn: Human Resources
Intake Clerk
351 South West Temple
Salt Lake City, UT 84101