



United States District Court - Eastern District of Virginia
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JOB OPPORTUNITY NUMBER: FY 23-008

POSITION: Central Mail Clerk/Records

LOCATION: Alexandria, VA

Opening Date: February 6, 2023

**Closing Date: Open until filled.
Applications received by February 27th
will receive first consideration.**

CLASSIFICATION LEVEL/SALARY RANGE: CL 22 (\$34,284 – \$55,748)

Actual starting salary dependent on qualifications.

Possibility of future promotion to CL23 with additional duties.

POSITION OVERVIEW

The position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Alexandria Division. The central mail and clerk sorts, opens, inspects, processes, and delivers incoming mail (including equipment and supplies) for the U.S. District Court. Other duties include processing outgoing mail for the U.S. District Court, including interoffice mail, UPS, and FedEx packages; managing records requests from other U.S. Courts, the public, and state courts (including archives); and, assisting with room set up for meetings and other events.

Wearing protective clothing while processing incoming mail is a requirement for the job at times. Work requires repetitive motion when opening mail, bending and stretching when sorting mail, and prolonged standing and walking when delivering mail. Lifting heavy mail bins, boxes, and other items is required.

DUTIES AND RESPONSIBILITIES

Retrieves, sorts, and opens incoming mail for the United States District Court.

Delivers and retrieves mail for Court personnel, including the judicial staff. Also delivers and retrieves mail for Court's disbursing office and other federal agencies.

Verifies delivery of goods for acceptable condition and compares packing lists with purchase order documents for correct type, quantity, and condition. Notifies the custodial officer of new property upon receipt.

Endorses and accurately records checks and money orders in daily mail log spreadsheet.

Processes all outgoing mail for the Clerk's Office including the delivery of UPS and FedEx packages to designated external drop areas.

Operates a variety of mail equipment, including metered mailing equipment.

Provides an accurate inventory of mail room supplies and ensures supplies are stocked on a timely basis.

Requests records from the Federal Records Center using the Archives & Records Information System; logs receipt of the records in local database; and returns records upon completion of a case.

Performs vault and file room inventories and maintains organized physical records, including trial exhibits, in all file locations.

Assists with the set-up of conference rooms and other facilities for meetings and other events held on the premises. Moves other furniture/equipment throughout the courthouse upon request. Notifies the custodial officer of any property moves.

Assists other sections in the office as needed, and other duties as assigned.

QUALIFICATIONS

High school diploma or equivalent required. The successful candidate must be able to use good communication and customer service skills and possess the ability to work independently and exercise good judgment. The incumbent must be flexible, organized, and work well with others. The ability to safely lift and move various items weighing up to 75 pounds is required. Experience with processing mail is preferred.

Additional requirements: Knowledge of computers and software to complete basic word processing, data entry, email, and keyboarding. Skill in using standard office equipment (telephone, copier, fax machine, scanners). Skill in keyboarding and data entry.

BENEFITS

Benefits include 13-26 days of annual leave, 13 days of sick leave, and 11 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (health, dental, vision, life, disability, and long-term care). Free parking is provided for this position. Participation in the Transit Subsidy Program is also available to employees in the Alexandria division.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the Court.

APPLICATION INFORMATION

Interested applicants must submit four (4) documents: a cover letter, resume, the Application for Federal Employment (the document can be found under "Related Links" on the Career Opportunities page of our website), and a list of professional references.

To ensure priority consideration, applications must be received **by February 27, 2023**. Submit electronically to: jobbox1@vaed.uscourts.gov. Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.