

Operations Clerk Career Opportunity



U.S. District Court- Eastern District of Virginia

WEBSITE

www.vaed.uscourts.gov

PHONE

703-299-3324

- **Announcement #:** FY 24-014
- **Location:** Norfolk, VA
- **Appointment:** Full-time/
Permanent

- **Open:** 04/23/2024
Closes: 05/17/2024

- **Applications received by
May 6th will receive priority
consideration.**

Eastern District of Virginia

The United States District Court for the Eastern District of Virginia is part of the judicial branch of the federal government. There are 94 U.S. District Courts in the country with at least one in every state and in all U.S. territories.

Virginia is bifurcated geographically and consists of two Districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

ABOUT THE JOB

This position is located in the Norfolk Division Clerk's Office of the United States District Court for the Eastern District of Virginia. The Operations Clerk performs various operational and technical duties in accordance with approved internal controls, procedures, and federal and local rules. The incumbent performs duties which include providing procedural information and customer service, performing case initiation and associated docketing, performing records management and reproduction, and collecting court fees. The Operations Clerk may assist with operational activities, as required.

QUALIFICATIONS

Required Qualifications

Applicants must have two years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures. This experience must have included the demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. **Experience in a court environment is preferred but not required.**

SALARY RANGES

- \$48,640 - \$79,060 (CL 25)
- Actual starting salary dependent upon qualifications.

- Reimbursement for parking is available for fiscal year 2024 (October 1, 2023 – September 30, 2024).

The Court offers a robust and competitive benefits package (**see Page Three**) and is a qualifying employer for **Public Service Loan Forgiveness**.

DUTIES and RESPONSIBILITIES

- Provide frontline customer service by answering and routing incoming phone calls and assisting customers at the public counter. Provide appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assist the public in the use of computerized databases.
- Receive, stamp and review incoming paper case-related documents to determine conformity with appropriate rules, practices, and court procedures. Examine all pleadings and accept those that conform to federal and local rules of practice. Check for prior or prohibited filing(s).
- Verify attorneys' authority to practice before the court. Serves as primary for *pro hac vice* applications. Accepts and processes attorney admission applications.
- Open civil cases in the Case Management/Electronic Case Files system (CM/ECF) upon receipt of initiating documents, such as complaints. Assign case numbers to new cases, randomly assign cases to judges, and prepare case files, by scanning, entering data, and uploading documents into CM/ECF. Route to appropriate case manager.
- Perform cashier duties. Collect appropriate fees and issue receipts. Secure funds in cash register and balance cash drawer at end of the day. Process credit card payments.
- Enter judgments into JIFMS financial system.
- Serves in a support role, including backup, by assisting the local interpreter coordinator with securing qualified interpreters for court hearings and trials. Provides outstanding customer service to the members of the interpreter community and builds a solid rapport with regularly utilized interpreters. Executes all associated functions associated with contracting interpreters and notifies appropriate court staff when services are arranged.
- Sort, classify, and file case documents and records, including state court records. Retrieve, scan, and/or copy files for the public, court personnel, attorneys, and others. Certify court documents.
- Maintain integrity of the filing system by monitoring proper access to sealed records. Ensure records maintained in secure areas meet audit guidelines, by updating and maintaining the sealed log in a timely manner.
- Prepare and ship records to the appropriate Federal Records Center and retrieve records from center when required.
- Prepare FedEx and UPS shipments in a timely manner. Post outgoing mail. May scan mail and electronically deliver to other divisions. Operate postage and other equipment, such as the mail meter, and update the meter log, as needed.
- Utilize various computer programs, various electronic databases, and information systems to obtain case information to respond to inquiries, track the movement of files and records, generate bar labels, and perform word processing. Operate personal computer, mailing, copying, records, and scanning equipment.
- Perform other operational, administrative, or technical support duties as assigned.

Additional Requirements

The successful candidate will be a people-oriented professional who is responsible, friendly, organized and has the following:

- The ability to communicate effectively, exercising good judgment and tact;
- The ability and sincere desire to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and handle confidential matters professionally;
- The ability to multitask, meet stringent deadlines, and be detail-oriented; and,
- The ability to think critically and apply emotional intelligence in all situations.

Applicants with a sincere desire to serve the public are encouraged to apply.

EDUCATION

High School graduation or equivalent required. College degree preferred.

APPLICATION INFORMATION

Applicants must submit four (4) items combined into one PDF document:

1. **A cover letter**
2. **Resume**
3. **The [application for Federal Employment](#) (document can also be found under "Related Links" on the Employment page of our website)**
4. **A list of professional references**

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#), which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

To ensure priority consideration, applications must be received by May 6th.

Hard copy and faxed applications will not be accepted. Submit electronically to jobbox7@vaed.uscourts.gov

Only applicants selected for an interview will be notified.

BENEFITS

- A generous benefits package is available and includes:
- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Situational telework authorized
- Credit for prior government service