

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## POSITION VACANCY ANNOUNCEMENT

<b><u>Vacancy #:</u></b>	CAFC 24-12
<b><u>Posting Dates:</u></b>	Open Until Filled. First consideration given to applications received by July 12, 2024.
<b><u>Position Title:</u></b>	Generalist Clerk (Intake)
<b><u>Grade/Salary:</u></b>	CL 23 – 24 (\$44,730 – \$80,546) Salary determined by qualifications and experience as outlined below under “Required Qualifications.” Promotion up to the CL 25 may occur without further posting or competition.
<b><u>Position Location:</u></b>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

### **Position Overview**

The Clerk's Office of the U.S. Court of Appeals for the Federal Circuit is seeking candidates for a full-time Generalist Clerk (Intake). Through innovative and results-oriented practices, the Clerk's Office delivers quality service to the court, judges, and our public stakeholders in its dual mission to facilitate the progression of cases before the court and to maintain the court's records. The Clerk's Office team seeks candidates who value open communication, team accountability, transparency, public stewardship and service, commitment to quality and to excellence in the administration of justice. The Clerk's Office has been recognized nationally for the quality and innovation of its operations and is currently validated at the ASQ/ANSI G1:2021 Silver Level.

The Generalist Clerk (Intake) provides a wide range of clerical, administrative, and operational duties. This position supports both the case management and court services teams and reports to the Court Services Manager.

Responsibilities of the Generalist Clerk (Intake) include, but are not limited to:

#### **Court Services Functions (50%)**

- **Public Reception:** Perform reception duties by greeting visitors/clients in person. Answer

and route incoming calls and assist the public in the use of computerized databases. Provide information to the public, bar, and the court. Provide information and electronic case filing instruction to external customers. Conduct case research as required. Provide document services including document certification, copying, and binding. Log and process documents received over the front counter. Process emails received from electronic filers.

- **Records Management:** Compile briefs and court records according to the court calendar and prepare and deliver briefs to the appropriate chambers. Perform tracking, inventory, shelving, and re-shelving of case documents and records.
- **Court Hearing Support:** Perform support functions for court sessions, such as setting up the courtroom and providing support, as needed, to the judges before and after court sessions, including coordinating with chambers staff, ensuring judges have necessary court documents, and distributing hearing materials.
- **Financial Management.** Collect appropriate filing fees and receive monies paid to the court for filed documents through different mediums, including credit card payments. Secure funds in locked cash drawer, and balance cash drawer at the end of each day.

#### **Case Management Functions (50%)**

- **Case Management:** Receive, review, and process incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Prepare case-related documents such as forms, letters, notices, and other correspondence using the appropriate templates. Perform docketing and quality control functions in the court's electronic case management system. Route documents to proper offices and/or staff after acceptance as needed. File and retrieve case records as needed. Maintain, scan, update, and track paper and electronic files.
- **Deputy Clerk Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding court operations. Answer procedural questions for judges, staff, and the public. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer and quality service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Support court sessions, as needed. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

#### **Required Qualifications**

- **CL 23 (\$44,730– \$72,715):** High school diploma (or equivalent) and two years of clerical, administrative or other office work that provided the knowledge and skills need to perform the duties of this position **-or-** completion of a bachelor's degree from an accredited university with superior academic achievement\*.
- **CL 24 (\$49,523 – \$80,546):** Possession of an undergraduate degree from an accredited college or university and one year of specialized experience\*\* equivalent to the CL 23 **-or-** possession of a high school diploma (or equivalent) and two years of specialized experience\*\* equivalent to the CL 23.

\**Superior academic achievement* is defined as:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;

- Standing in the upper third of the class;
- “3.5” average or better in a legal studies, paralegal studies, or similar major field of study that would prepare a candidate well to perform in this position; or
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

\*\*Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Note: Pay setting above the step 25 may only be considered for individuals with prior federal experience using the highest previous rate (HPR) policy.

### **Preferred Skills and Experience**

- Prior work or intern experience in a court, legal, or government work environment.
- Prior work or intern experience involving the federal judiciary’s CM/ECF system.
- Prior work experience (including internships or volunteer work) in a public customer service-related role (e.g., public reception, public interaction, telephone answering, client interaction).
- Prior work or academic experience using the Microsoft 365 Office Suite, including Word, Excel, PowerPoint, SharePoint, and Teams.

### **Application Process and Information**

To be considered, application packages must include:

1. Cover letter of no more than two pages describing the required knowledge, skills, abilities, and or experience (described above) that would make the applicant well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. High School Diploma or Academic Transcripts
4. Completion of online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online aptitude and personality tests.

Once you have the cover letter and résumé files (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/link/index/JB-34NX4MQAF?u=1142493>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov). Applications submitted to this email address will not be reviewed.

### **Benefits Information**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year

- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP)
- Participation in the Federal Employees Retirement System (FERS; Optional participation in Thrift Savings Plan (up to 5% employer matched contributions)
- Public Service Loan Forgiveness program pursuant to the terms of the ([PSLF](#)) program

### **Additional Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.