

# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement

09-WAW-13

May 2009

## **DOCKET CLERK**

Court Personnel System Classification Level: CL 24/25

Developmental Range Salary \$35,905 to \$49,573

Full Performance Range Salary \$45,257 to \$64,478

Depending upon experience and qualifications

Additional promotional potential without further recruitment

*Position open until filled; preference given to resumes received by May 15, 2009*

The U.S. District Court for the Western District of Washington is recruiting for a Docket Clerk. This position is located at the U.S. District Courthouse in Seattle, Washington.

The successful candidate will be self motivated, articulate and detail oriented. This position interacts extensively with chambers, attorneys, government agencies and the public and requires professionalism, discretion, flexibility, initiative, and commitment.

### **REPRESENTATIVE DUTIES**

Docket Clerks have a variety of responsibilities relating to Judges' caseloads, including assisting in maintaining the official case records on the docket from opening to final disposition. Docket Clerks are responsible for the accurate and timely entry of both civil and criminal orders to the docket, performing quality control, and notifying interested parties when orders are docketed. This is a behind the scenes position involving interaction over the phone and via e-mail, providing procedural information, assistance and answering inquiries on case status.

Docket Clerks are part of a self managing team, and are responsible for hiring, training, addressing issues within the team and making recommendations for personnel and disciplinary actions as needed. The team develops quality standards, provides training, plans and distributes work, handles leave and coverage issues. This requires responsibility, flexibility, and a desire to work collaboratively within their team and the Clerk's Office as a whole.

## **QUALIFICATIONS:**

Candidates must have a high school diploma or equivalent and a minimum of three years' progressively responsible administrative, technical or professional experience. Knowledge of Word Perfect and/or Word desired.

The successful candidate will also possess:

- Excellent organizational skills and experience in handling multiple workload demands;
- Strong verbal and written communication skills and the ability to work effectively with a variety of people tactfully and courteously;
- Initiative and a demonstrated ability to work closely without supervision;
- Accuracy and attention to detail;
- Ability to exercise sound independent judgment;
- Strong computer and analytical skills;
- Excellent customer service skills;
- Ability to work well under stress;
- Desire to succeed as part of a self-managing team;
- Dependable with a strong work ethic.

Preferred skills include:

- Court or legal experience (familiarity with the legal system / legal terminology);
- Familiarity with civil and criminal procedures;
- Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems.

## **APPLICATION PROCEDURES**

Qualified applicants should submit a cover letter, résumé and response to the essay question to:

Human Resources, (09-WAW-13)  
U. S. District Court  
700 Stewart Street  
Seattle, WA 98101

or via e-mail (WordPerfect, Word, or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

## **ESSAY QUESTION**

This position is part of a well established team within the Clerk's office. With that in mind, and reviewing the duties in the job announcement, what would you bring to the team?

Please respond in 500 words or less.

## **ADDITIONAL INFORMATION**

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

## **BENEFITS**

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days' paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Dental, vision, group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*