

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**Intake Clerk**

**Vacancy Announcement No:** 14-04

**Location:** Raleigh, NC

**Salary Grade/Range:** CL 22 (\$26,070 - \$42,375)\*

**Promotional Potential:** CL 24 (\$35,761 - \$58,137)

\*Depending upon experience and qualifications

**Opening Date:** March 3, 2014

**Closing Date:** Open Until Filled\*\*

\*\* First /Initial Cut-off Date: March 14, 2014

**Description of Vacancy:**

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Intake Clerk. The incumbent performs a variety of functions to support the court, the bar and the public in accordance with approved internal controls, procedures, and rules. The Intake Clerk is responsible for retrieving and processing incoming and outgoing mail, answering telephone calls to the Clerk's Office, offering assistance to litigants, attorneys, and agency representatives at the Clerk's Office intake counter, providing information to a wide variety of people within and outside of the court, and maintaining the confidentiality of sensitive matters. Responsibilities also include scanning documents as required for the Case Management/Electronic Case Filing (CM/ECF) system and records management, maintaining the integrity of the filing system by monitoring proper access to records, performing customer service and cashier duties for the purpose of providing procedural information and collecting appropriate fees, verifying attorney's authority to practice before the court, processing attorney admissions applications, and performing any other duties as assigned.

**Qualifications:**

To qualify for the position, an individual must have a high school diploma or equivalent. Preference will be given to applicants with a four-year degree from an accredited college or university. The successful candidate must be highly motivated, personable, dependable, adaptable, and able to remain calm under pressure. In addition, the Intake Clerk must demonstrate a high degree of initiative and confidentiality, and be able to communicate effectively (orally and in writing) to individuals and groups to provide information and to function independently as well as in a team environment. The candidate must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, Microsoft Excel and be able to work in additional Windows-based applications. A judicial employee must maintain a professional appearance and demeanor at all times.

**Conditions of Employment:**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Successful completion of training is expected within the first 90 days.

**Benefits:**

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

**Application Procedures:**

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, three references, and the official AO 78 Application Form. The official AO78 application may be obtained at <http://www.nced.uscourts.gov/employment>. Preference will be given to application packages that are received by the first/interim cutoff date.

**Application packages should be emailed to: [NCE\\_HumanResources@ncep.uscourts.gov](mailto:NCE_HumanResources@ncep.uscourts.gov)**

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. More than one position may be filled by this vacancy announcement. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-

