

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

**Operations Support Assistant**

**Vacancy Announcement No: 14-11**

*Temporary Employment Opportunity until 9/30/2014*

**Location:** Raleigh, NC

**Salary Grade/Range:** CL 21 (\$20,754 - \$33,742)\*

\*Depending upon experience and qualifications

**Opening Date:** June 4, 2014

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

\*\* First /Initial Cut-off Date: June 13, 2014

**Description of Vacancy:**

The United States District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time, temporary Operations Support Assistant. The Operations Support Assistant will provide general administrative and property and records management support to the court. The incumbent will be responsible for scanning documents and performing quality-control review of scanned documents and filings to confirm that they are accurately converted and in conformity with the federal and local rules and the policies of this district for inclusion in the Case Management/Electronic Case Filing (CM/ECF) system, scanning and converting paper court records into electronic records, retrieving and processing incoming and outgoing mail, and assisting in managing and maintaining the storage of court records throughout the district, including preparing, shipping, and retrieving records from the Federal Records Center and National Archives. The Operations Support Assistant will also ensure file and supply rooms are properly maintained, perform inventory of automation and court equipment, assist with the excessing and disposal of equipment, offer customer service assistance, and perform other duties as assigned.

**Qualifications:**

To qualify for the position, an individual must have a high school diploma or equivalent and two years of administrative experience and be a U.S. Citizen or eligible to work in the United States. Preference will be given to applicants with a four-year degree from an accredited college or university. Successful candidate must be highly motivated, demonstrate a high degree of initiative and confidentiality, possess excellent interpersonal and communication skills, and be able to function independently as well as in a team environment. The candidate must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, and able to work in additional Windows-based applications. A judicial employee must maintain a professional appearance and demeanor at all times. The candidate must have the ability to lift and move moderately heavy (35 pounds) items.

**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.

**Benefits:**

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. **This position is a temporary appointment with the anticipation of the appointment lasting less than ninety (90) days.** Incumbent is eligible for limited federal benefits to include paid sick leave, flexible work schedule, and a professional environment. Salary is commensurate with experience and hours worked. 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 AO 78 Application Form may be obtained at [www.nced.uscourts.gov](http://www.nced.uscourts.gov). 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. More than one position may be filled by this vacancy announcement. 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. 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-

