



UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF NORTH CAROLINA

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**VACANCY ANNOUNCEMENT**

<b>POSITION:</b>	Administrative Support Clerk
<b>ANNOUNCEMENT:</b>	22-01
<b>LOCATION:</b>	Greensboro, NC
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 23 (\$35,788 - \$58,169) <i>Depending on experience and qualifications.</i>
<b>TERM:</b>	Not-to-Exceed one year and one day
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration will be given to applications received by March 31, 2022.</i>

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**POSITION DESCRIPTION**

The Clerk of the United States District Court for the Middle District of North Carolina in Greensboro is accepting applications for the position of **Administrative Support Clerk**. This is a position, not-to-exceed one year and one day. Continuation of employment is contingent upon performance and the availability of funds and may not be extended beyond four years. Full government benefits are applicable. The Administrative Support Clerk provides office assistance in accordance with approved internal procedures and policies. The incumbent provides a variety of administrative and technical assistance to ensure the smooth and efficient operation of the office. For matters ready for a judge's consideration, the incumbent is responsible for the preparation of civil and criminal files in accordance with the preference of each judge.

**REPRESENTATIVE DUTIES**

- Maintain civil, criminal, and sealed file rooms in accordance with approved internal procedures.
- Prepare paper copies of civil and criminal files for use of judges and chambers staff.
- Perform receptionist duties.
- Prepare forms and letters.
- Maintain, update, and track paper and electronic files.
- Perform scanning, copying, filing, stamping, and locating of documents.
- Perform data entry functions and generate reports.
- Order offsite files to be returned and disposal of closed files as directed.
- Participate in special projects as needed.

**QUALIFICATIONS**

To qualify a person must be a high school graduate or equivalent. To qualify for this position, person must also demonstrate that he/she possesses:

- Strong organizational skills
- Ability to maintain detailed and accurate records.

- Knowledge and skill in the use of software and keyboarding for data entry, email, and report generation, especially Microsoft software.
- Skill in the use of standard office equipment. Ability to communicate effectively (orally and in writing).
- The ability to work both independently and as part of a team.
- Superior work ethic and a positive, "can do" attitude.
- Be self –motivated
- Strong interpersonal skills

### **PHYSICAL REQUIREMENTS**

Requires the ability to reach, bend, kneel, use a stepstool and lift, and move heavy boxes and files. Position requires substantial walking. Successful candidate must be able to lift up to 50 pounds.

### **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

### **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

### **TO APPLY:**

Submit resume, a completed Application for Federal Employment ([AO-078.pdf \(uscourts.gov\)](#)), and a cover letter (all in PDF format) stating the reasons for your interest in the position to:

[ncmdml\\_persnml@ncmd.uscourts.gov](mailto:ncmdml_persnml@ncmd.uscourts.gov).

\*Travel and relocation expenses will not be reimbursed.

*The United States District Court is an Equal Opportunity Employer.*