



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

INTAKE CLERK

ANNOUNCEMENT NUMBER 24-WAW-05

ANNOUNCEMENT DATE October 30, 2023

CLOSING DATE Open until filled; preference given to resumes received by November 20, 2023.

The United States District Court of the Western District of Washington is a career-oriented organization focused on providing exceptional service to the Court, the legal community, and the public. We are accepting resumes for an articulate, self-motivated, and detail-minded individual to join our Seattle Intake team. Intake clerks interact extensively with the public and must possess exceptional customer service and communication skills, a professional demeanor, and the ability to exercise discretion.

The Intake Clerk is part of a self-directed team. The team participates in recruiting and is responsible for training and performance evaluations. The team develops quality standards, plans and distributes work, and handles leave and coverage issues. This requires responsibility, flexibility, and a desire to work collaboratively within the team and the Clerk's Office as a whole.

This position is located in the office of the Clerk of Court at the Federal Courthouse in Seattle, Washington. This position requires some in-office coverage in the Courthouse; however, the Court has a flexible telework policy which allows for routine telework.

REPRESENTATIVE DUTIES Intake clerks assist the public and counsel with filing procedures, case information and other court services. Related duties include opening civil and miscellaneous cases, processing appeals, posting court orders, managing prisoner and immigration cases, responding to archive requests, overseeing attorney admission and discipline orders, receipting payments, creating and maintaining procedural documentation, mail sorting and reviewing documents to ensure compliance with the Court's quality control standards.

- QUALIFICATIONS**
- High school diploma or equivalent; and a minimum of two years of progressively responsible administrative, technical, or professional experience.
 - Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Microsoft Teams.
 - Ability to communicate information clearly and professionally with a variety of people, including Judges, court personnel, attorneys, and pro se litigants.
 - Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material with a calm, professional, friendly, and patient demeanor.
 - The ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
- PREFERRED QUALIFICATIONS**
- Bachelor's degree or paralegal certificate.
 - Current or prior judiciary experience.
 - Proficiency with a wide range of technology, including SharePoint and Adobe Acrobat.
 - Knowledge of CM/ECF, the Judiciary's automated case management system.

SALARY RANGE	<p>Court Personnel System Classification Level:</p> <p>CL24, Step 1 – 61, \$46,009 - \$74,774</p> <p>CL25, Step 1 – 61, \$50,807 - \$82,603</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
BENEFITS	<p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
INFORMATION FOR APPLICANTS	<p>Qualified applicants should submit the following (Word or Acrobat .pdf format only):</p> <ul style="list-style-type: none"> • Cover letter • Resume • A response to the application question, below • *AO78 Form (Application for Employment) - <i>*For this vacancy announcement (24-WAW-05), you do not need to complete the optional background information – questions 18, 19, and 20.</i> <p>Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e-mail to: seattle_personnel@wawd.uscourts.gov</p>
APPLICATION QUESTION	<p>Utilizing the definition provided for the competency below, provide an example of how you have demonstrated this trait. Responses should be no more than one page, and will be evaluated on the following: organization and flow of thought, thoroughness and thoughtfulness of content, level of detail, and writing skills (including grammar, punctuation, and sentence structure).</p> <p>Customer Service: Serve internal and external customers in a professional manner and maintain a professional demeanor under pressure or unforeseen circumstances.</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.</p> <p>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.</p>

	<p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.</p> <p>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.</p> <p>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. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.</p>
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The United States District Court is an equal opportunity employer and values diversity in the workplace.