



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF
WASHINGTON

INTAKE CLERK

**Seattle, WA – U.S. District Court, Western District of Washington
Clerk's Office**

Salary: CL 24-25 /*\$40,584 - \$72,885 annually

**Depending on qualifications and experience.*

Application Deadline: Sunday January 19, 2020 or until filled

The United States District Court of the Western District of Washington is seeking an articulate, self-motivated and detail-minded individual to join our Intake Team. Intake clerks interact extensively with the public and require exceptional customer service skills, communication skills, professionalism and discretion. The intake clerk is part of a self-directed team which requires the successful candidate to display responsibility, flexibility and a desire to work collaboratively within the team and the Clerk's Office as a whole. The incumbent has responsibility with assisting the public and counsel with filing procedures, case information and other court services. Other related duties include: Opening civil and miscellaneous cases, managing an appeals caseload, posting orders, opening prisoner cases, researching and responding to archive requests, receiving payments, issuing receipts, and balancing cash drawers.

QUALIFICATIONS: The minimum qualification for this position is two years of progressively responsible administrative, technical or professional experience. This fast-paced and challenging position requires a successful applicant to present a professional demeanor at all times and to possess strong customer service, organizational, analytical, oral and written communication skills. The successful candidate must also be able to maintain composure and clarity when assisting customers from varying and diverse backgrounds. The person in this position must exercise sound judgment, maintain confidences, work harmoniously with others, utilize a high level of confidentiality, and foster high ethical standards.

Preferred Qualifications: Bachelor's Degree

APPLICATION INSTRUCTIONS: Qualified applicants need to submit a letter of interest addressing relevant work experience and a current resume in a single PDF attachment by email to seattle_personnel@wawd.uscourts.gov or by mail to U.S. District Court – Human Resources (20-WAW-06) 700 Stewart St, Seattle, WA 98101. Complete job vacancy announcement and a summary of benefits may be found on the Court's website at www.wawd.uscourts.gov under "Careers". To be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer and values diversity in the work place. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Please note that federal judicial employees are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Judiciary employees are restricted from engaging in any political activities, whether partisan or nonpartisan.