

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



## VACANCY ANNOUNCEMENT

Position: Career Opportunity #14-NV-12  
Quality Control Clerk  
Full-Time Position with benefits

Salary: CL 26 (\$42,199 to \$52,775 for steps 1 to 25, \$53,216 to \$68,639 for steps 26 to 61) depending on qualifications and experience

Opens: August 5, 2014  
Closes: August 20, 2014

Location: Las Vegas, Nevada

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### Position Overview:

Implements, monitors, analyzes, and evaluates the accuracy and quality control of data entered into the automated case management systems. Analyzes and evaluates the procedures and work of persons responsible for entering information into the system. Works directly with users to explain and resolve the cause of errors reported and takes action necessary to prevent recurrence. Establishes and maintains quality control procedures to provide a check and balance system.

### Qualifications:

High school graduate or equivalent and a minimum of one year of specialized experience equivalent to work at CL-25 to be placed at step 1 and two years of specialized experience equivalent to work at CL-25 to be placed at steps 2 through 25. Must have in-depth docketing experience in the Case Management/Electronic Case Files (CM/ECF) system. Applicant must possess strong organizational, analytical, verbal and written communication skills. Must have extensive computer experience and accurate typing skills.

To Apply:

Please submit a detailed resume and cover letter postmarked no later than Wednesday, August 20, 2014, to:

United States District Court  
333 Las Vegas Blvd. South, Room 1334  
Las Vegas, NV 89101  
Attn: Human Resources

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.