

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



VACANCY ANNOUNCEMENT

Position: Career Opportunity #16-NV-11
Intake/Docket Clerk
Full-Time Position with benefits

Salary: \$35,532 to \$63,776 (CL 24-25, CPS Table LV) depending upon qualifications and experience

Opens: November 15, 2016
Closes: December 2, 2016

Location: Las Vegas, Nevada

Whether launching or continuing a career in public service, the Clerk's Office for the U.S. District Court of Nevada is a great place to work with competitive salaries and benefits, an excellent work/life balance, flex time, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

Currently, the Clerk's Office is looking for a self motivated, energetic, well organized person to join their team as an Intake/Docket Clerk. The Intake/Docket Clerk performs a variety of duties, including receiving, reviewing and filing documents in compliance with federal and local rules and procedures. They perform customer service and cashier duties, provide procedural information, and collect court fees. Intake duties also include assigning criminal case numbers and opening civil cases received in the mail and over the counter. Docketing duties includes maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved procedures and rules.

Qualifications:

All candidates must have a high school diploma or equivalent and a minimum of one year of specialized experience working at Intake and/or Docketing. Court setting with CM/ECF experience preferred. The ideal candidate will be familiar with the operations of federal courts, be highly skilled and versed in various automation programs including a

cash register, be well-organized and possess exceptional interpersonal and customer service skills, and enjoy working with the public. Accurate typing skills are required.

To Apply:

Qualified applicants should submit 1) a cover letter summarizing related skills and interest in this position, 2) a resume and 3) an AO78, Application for Federal Judicial Employment, via email to NVD_HR@nvd.uscourts.gov by the December 2, 2016 closing date. The AO78 Application form and a summary of Federal Judiciary Benefits can be located at <http://www.uscourts.gov/careers>.

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.