



JOB OPPORTUNITY

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Position Title: Records Clerk
Salary Range: CL-25 (\$54,717 - \$88,938)
(Equivalent to a GS-9. Salary determined by qualifications and experience.)

How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2024-02)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

Announcement No.: 2024-02
Position Location: Washington, DC
Position Information:
Full-time, permanent, Excepted Service, two positions available
Area of Consideration:
Open to all qualified sources
Open Date: January 10, 2024
Closing Date: Open Until Filled



Our mission at the Clerk’s Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Records Clerk to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

JOB SUMMARY

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Records Clerk reports to the Chief Deputy Clerk of Operations. The incumbent performs various functions and is responsible for and will administrative and technically assist with the day-to-day retrieval, maintenance and filing of court records. This work is performed in accordance with approved internal controls, procedures, and rules.

DUTIES AND RESPONSIBILITIES

The duties include, but are not limited to the following:

- Receive and review incoming documents to determine compliance with records policy and procedure.
- Scan and upload documents to CM/ECF, when needed.
- Collect, sort and classify documents and file accordingly.
- Retrieve files, as needed and/or requested.
- Prepare new file folds and labels, as needed to protect and maintain documents.
- Provide customer service to the bar and the public by fulfilling record retrieval requests and answering inquiries.
- Make file copies, as requested.
- Maintain the file in an orderly fashion by reorganizing, transferring, archiving, and storing, as needed.
- Provide direct assistance in archiving and storing records according to the regulations dictated in Volume 10, Chapter 6: Records Management of the Guide to Judiciary Policy.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education: The successful candidate must, at a minimum, possess a bachelor's degree from an accredited four-year college or university. Education may not be substituted for specialized experience, because operation court support positions require hands-on experience to be credited as specialized experience.

Required Specialized Experience: The candidate must also possess a minimum of one year of specialized experience. Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing (Microsoft Word), data entry or report generation.

Preferred Experience:

Legal/court experience is highly preferred, but not required.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

Excellent organizational, critical thinking and problem-solving skills; the ability to respond to requests on short notice; and the ability to manage multiple tasks and stringent deadlines are essential. The ability to consistently demonstrate sound ethics and judgment, work independently, and be detail-oriented is a must.

Regular lifting of heavy boxes (20 to 40 pounds) is required.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$315 per month)

- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Revised March 28, 2024.