



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**



**POSITION:** Records Clerk

**LOCATION:** Washington, DC

**DURATION OF  
APPOINTMENT:** Term (1 year and 1 day)

**SALARY RANGE:** CL 25 (\$ 40,304 – \$65,564)  
Salary determined by work experience, prior/present pay  
history and previous federal government experience.

**Opening Date:** September 4, 2009

**Closing Date:** Open until filled

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## **POSITION OVERVIEW**

The Records Clerk reports to the Records Manager. The incumbent will administratively and technically assist with the day-to-day retrieval, maintenance and filing of court records.

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## **DUTIES AND RESPONSIBILITIES**

Receives and reviews incoming documents to determine compliance with records policy and procedure.

Collects, sorts and classifies documents and files accordingly.

Retrieves files as needed/requested.

Prepares new file folders and labels as needed to protect and maintain documents.

Provides customer service to the bar and the public by fulfilling record retrieval requests and answering inquiries.

Makes file copies as requested.

Maintains the file in an orderly fashion by reorganizing, transferring, archiving and storing as needed.

Provides direct assistance in archiving and storing records according to the regulations dictated by Volume 1, Chapter 12 of the Guide to Judiciary Policies and Procedures, Records Management Policies, Part A, Records Disposition Program and Records Disposition Schedules and the General Records Schedule (NARA).

Performs other duties as assigned.

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## **QUALIFICATIONS**

The successful candidate must at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Minimum of three years experience performing work requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills.

Demonstrated ability to apply a body of rules, regulations or laws.

Requires basic proficiency in the use of WordPerfect and other computer applications.

Must be able to communicate effectively verbally and in writing, and possess the ability to communicate information accurately and in a timely manner.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Regular lifting of heavy boxes 20 lbs. – 40lbs. is required.

Legal/court experience a plus.

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## **BENEFITS**

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 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
  - Retirement benefits
  - Optional participation in Thrift Savings Plan
  - Optional participation in choice of Federal Employees' Health Benefits
  - Optional participation in choice of Federal Employees' Group Life Insurance
  - Optional participation in the Flexible Benefits Program
  - Optional participation in the Commuter Benefit Program
  - Optional participation in Long-Term Care Insurance
  - Credit for prior government service towards leave accrual rates and retirement
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## CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court 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 Fund Transfer (EFT) for payroll deposit.  
Final candidates will undergo a background check.

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## APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a cover letter explaining how their experience relates to the position requirements and a resume detailing all relevant experience, education and skills.

All application materials are to be sent to:

Human Resources Department  
United States District and Bankruptcy Courts, DC  
333 Constitution Avenue, NW  
Washington, DC 20001

OR

Via fax:

(202) 354 - 3528

OR

Via email to:

[DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

**Equal Opportunity Employer**