



UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA

**VOLUNTEER OPPORTUNITY**

**Announcement No.:** 2019-03

**Position Title:** Volunteer  
*(Two opportunities available)*

**Area of Consideration:** Open to all qualified sources

**Position Location:** Washington, DC

**Time Frame:** May 6, 2019 – September 27, 2019

**Open Date:** February 28, 2019

**Closing Date:** April 19, 2019

**How to Apply:**

Qualified individuals must submit the following:

- Cover letter
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- Resume detailing all relevant experience, education, and skills

Failure to submit a complete application package will result in immediate disqualification. Description of Work section of the AO-78 must be complete. 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. Only 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 (2019-03)  
333 Constitution Avenue, NW, Room 2718  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

**Agency Contact Person:** Marion L. Boulden, PHR, SHRM-CP  
Human Resources Manager  
(202) 565-1355

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## **JOB SUMMARY**

The United States District and Bankruptcy Courts Clerk's Office is seeking volunteers to assist the Operations Division with updating attorney information in the Attorney Database of those individuals that have either renewed or joined the Bar of this Court.

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## **DUTIES AND RESPONSIBILITIES**

The successful candidate will perform the following duties, which may include, but are not limited to: data entry, scanning certificates, creating electronic file folders, answering telephones, e-mailing renewal and pro bono applications to attorneys, and processing incoming renewal notices, as well as all outgoing mail. In addition, the successful candidate will process renewal forms that are filed and paid electronically using pay.gov, received over the counter and mailed into the office, verify attorney admission dates whenever necessary, and attempt to locate new addresses for all undeliverable mail to attorneys by searing the DC Bar database, Legal Register, Martindale-Hubbell Law Directory, etc.

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## **QUALIFICATIONS**

- Minimum of a high school diploma is required. Some college is preferred.
- Must have at least two years of progressively responsible clerical or administrative experience with knowledge of office practices, such as data entry, record keeping, scanning, sorting, and telephone usage.
- Excellent administrative and organizational skills.
- Effective communication skills, both orally and in writing.
- Highly motivated and work well with others as part of a team.
- Detail-oriented, possess excellent computer and telephone skills.
- Proficient in all Microsoft Office applications.
- Dependable (punctual and committed to regular attendance).
- Maintain confidentiality.

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## **BENEFITS**

Individuals, who volunteer their services in return for the educational experience of working within the judiciary, may receive academic credit from their educational institutions for doing so, but do not receive monetary compensation or allowance from the judiciary.

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## **CONDITIONS OF EMPLOYMENT**

- United States citizenship is required for consideration for this position.
- Adhere to the rules, regulations, and policies of the Court, including the [Code of Conduct for Judicial Employees](#) and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- 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 20, 2019.*