



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

JOB OPPORTUNITY

Announcement No.: 2019-10

Position Title: Operations Administrator

Grade/Salary Range: CL-25 (\$45,995 - \$74,782)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service
(One position is available)

Area of Consideration: Open to all qualified individuals

Open Date: July 24, 2019

Closing Date: August 23, 2019

How to Apply:

Qualified individuals 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 (2019-10)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: jobs@dcp.uscourts.gov

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

JOB SUMMARY

The position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia and reports to the Operations Supervisor.

The incumbent is primarily responsible for all facets of the Attorney Admissions and Naturalization for the Court. The incumbent also serves as the primary cashier for the Clerk's Office.

The incumbent is responsible for making summary entries and performing data quality control in the court's Electronic Case Filing System (ECF). The incumbent receives and reviews the documents to ensure the integrity, quality and efficiency of the electronic database.

High volume public interaction, via a telephone and in person, is required to answer inquiries on attorney and/or case status and other related matters. Additionally, incumbent will review and examine electronically filed documents for processing, have clerical duties related to processing legal documents and provide top quality service to our internal/external customers.

DUTIES AND RESPONSIBILITIES

The incumbent's duties will primarily consist of Cashier, Attorney Admissions and Naturalization job functions. The functions performed include but are not limited to the following:

- Receive and review incoming documents, both electronic and in paper, to determine conformity with appropriate local and/or federal rules, practices and/or court requirements.
- Scan and file documents when appropriate.
- Perform cashier duties. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.
- Interact with the public and furnish information to a wide variety of people within and outside of the court.

- Verify attorney's authority to proceed before the Court and process attorney admission paperwork.
- Make summary of entries of all documents and proceedings in ECF.
- Ensures data quality of entries in the CM/ECF system pursuant to established guidelines.
- Act as a point of contact for all matters relating to Attorney Admissions and Naturalization.
- Accept Attorney Admissions applications; issue certificates and maintain all records.
- Answer inquiries on case status and ECF Help Desk Line.
- Advise attorneys on how to correctly amend electronically filed documents.
- Coordinate and carry out duties associated with attorney admission and naturalization ceremonies and other intake functions as needed.
- Certify court documents.
- Process confidential and sensitive material.
- 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 two years of specialized experience, one year of which must be equivalent to work at the CL-24. 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:

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

Must have strong customer service skills with the ability to provide clear and detailed oral and written instructions.

Must have experience with cash registers and accepting fees/payments.

Must have strong computer and analytical skills.

Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration.

Ability to take initiative and a demonstrated ability to function collaboratively within a team environment and the larger office.

Ability to speak before a large group of people.

Accuracy and attention to details.

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

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 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 the Thrift Savings Plan, the Federal Employees' Health Benefits, the Federal Employees' Group Life Insurance, the Flexible Benefits Program, the Commuter Benefit Program, and Long-Term Care Insurance
- SmartBenefits up to \$265 per month (mass transit subsidy)
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health (FOH)/Employee Assistance Programs
- Work Life Services
- On-site Health Unit

For more detailed information about federal court benefits, please go to <https://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.