



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219

Website: www.pawd.uscourts.gov



Position: Generalist
Vacancy: 21-05
Duty Station: Pittsburgh, Pennsylvania
Salary: CL 23 (\$35,985 - \$58,480)
commensurate with experience, and qualifications

Overview

Our generalists are the “face” of the court to much of the public and attorneys who practice in the court. Individuals join this staff position and train on the job. They maintain and process case information, manage the progression of civil and criminal cases from opening to final disposition, review court documents for conformity with federal and local rules, and prepare cases for closing by ensuring that all necessary court orders are entered and proceedings are completed accurately and on time.

Representative Duties

- Accept appropriate documents, inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day, and process credit card payments for filed documents.
- Answer and route incoming calls, prepare case files for tracking, assist the public in the use of computerized databases. Provide information to the public, without providing legal advice. Ensure data quality.
- Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others.
- Certify court documents and create and process new case files. Assign case numbers and open cases in the case management system. Docket initial case opening events.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Scan, copy, file, pickup, sort, and process mail.
- Process email received from electronic filers. Receive incoming documents and assist with the maintenance of court files.
- Operate a variety of copy, scanning, and records equipment.
- Perform other related duties as assigned.

How to Apply

Apply only through the court’s online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#)

Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered.

Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

Important Dates

Opening: May 11, 2021
Closing: Open until filled.

District Overview

The District’s jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

Qualification Requirements

- High school diploma or equivalent, two years of general experience.
- Possess the ability to type 35 WPM and lift 40-pound boxes.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Strong organizational skills and the ability to function as a team player in a fast-paced, team-oriented office environment, and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively (orally and in writing)
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- Ability to maintain confidentiality and use sound judgment.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons, a courteous, professional and cooperative attitude.

General Experience means progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

Preferred Qualifications/Court Preferred Skills

Candidates with federal court experience and a bachelor's degree or above.

Organizational Relationship

This position is assigned to the Clerk's Office and currently reports to the Case Administration Supervisor.

Benefits

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

Background Investigation

This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States District Court, Western District of Pennsylvania is an Equal Opportunity Employer.