

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**

**Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov**

Position Title: Generalist

Vacancy Announcement #: 18-04

Location: Pittsburgh, PA

Classification Level: CPS 24

Starting Salary Range: \$37,592 - \$61,096



Opening Date: March 9, 2018

Closing Date: March 26, 2018

NOTICE OF VACANCY

THE POSITION

A Generalist performs a wide variety of tasks including (but not limited to) the following: 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. Prepare and mail summons notices and forms. Process payments and reimbursements for jurors and prepare attendance certificates on behalf of jurors. Process returned summons, including data entry and excusal letters. Operate the Jury Management System (JMS), the e-juror component of JMS, and other automated systems. Perform duties related to the master jury wheel refill and grand jury selection. Monitor and record the jury questionnaire process, juror attendance, and selection. Provide support and assist jurors during jury service. Operate a variety of copy, scanning, and records equipment. Perform other related duties as assigned.

EMPLOYMENT BENEFITS

- 10 paid federal holidays
- 13 days paid vacation for first 3 years
- 20 days paid vacation after 3 years
- 26 days paid vacation after 15 years
- Optional medical coverage
- Optional life insurance
- Optional supplemental dental/vision benefits
- Long-term care insurance program
- Retirement program
- Thrift Savings Plan
- Pre-tax medical & childcare spending accounts
- Pre-tax parking reimbursement account
- Optional credit union membership

MINIMUM QUALIFICATIONS

To qualify for this position the individual must be a high school graduate or equivalent and possess two years of 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. One year of specialized experience is required, which is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices and corporate headquarters or personnel/payroll operations. College degree preferred. Possess the ability to type 35 WPM or better; ability to lift heavy boxes, ability to access and enter data on a network computer system; ability to work harmoniously with others; ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance. Excellent communication skills, both orally and in writing. Exhibit the highest standards of excellence, integrity, and customer service, and display at all times and to all persons, a courteous, professional and cooperative attitude.

NOTICE TO APPLICANTS

- U.S. citizenship required or eligible to work in the United States
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- Training opportunities available for career advancement.
- The selected candidate will be required to undergo a credit and criminal background check, which includes an FBI fingerprint check as a condition of employment. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. District Court are “at-will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at the court’s website:
<http://www.pawd.uscourts.gov/employment>
- Written and typing test will be required prior to interview.
- Due to the volume of applications received, the court will only communicate with those applicants who will be tested and interviewed. Applicants selected must travel at their own expense and relocation expenses will not be reimbursed. No telephone calls, please.

HOW TO APPLY

Consideration will only be given to those who apply online and provide the required application documents no later than March 26, 2018. Submit a cover letter, resume, including complete employment and educational history, and a completed application for Judicial Branch Federal Employment (Form AO78) which can be obtained at the court’s website, <http://www.pawd.uscourts.gov/employment>

To apply, visit the court’s website at: <http://www.pawd.uscourts.gov/employment> Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Documents must be submitted in PDF format. Zip files, mailed or paper applications and faxes will not be considered.

The Court is an Equal Opportunity Employer