



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSTING DATE: December 18, 2018
VACANCY NUMBER: 19-09E
POSITION TITLE: Records & Mail Clerk
LOCATION: Philadelphia, Pennsylvania
STARTING SALARY: CL 22 to CL 23 (\$28,826 - \$58,081)
Commensurate with qualifications and experience
CLOSING DATE: Open Until Filled

POSITION OVERVIEW:

The United States District Court for the Eastern District of Pennsylvania is currently accepting applications for a full-time Records & Mail Clerk. The Records & Mail Clerk provides the service of delivery and retrieval of court documents, case files, and mail to and from appropriate locations within the district. The incumbent ensures that case files and documents are properly logged, tracked, and filed and that electronic documents are routed to the appropriate person for processing. The position is located in the Clerk's Office of the U.S. District Court in Philadelphia.

POSITION DUTIES AND RESPONSIBILITIES:

- Sorts, classifies, and files case records.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieves files and makes copies of records for court personnel, attorneys, and others.
- Prepares, ships, and retrieves records to/from the appropriate Federal Records Center.
- Operates a variety of copying and records equipment.
- Utilize personal computer and programs to send email, obtain and input data, produce documents, and scan, upload and route documents.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mailing requiring special handling.

- Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Skill in filing and knowledge of filing requirements.
- Ability to organize work, file, extract, and re-file documents accurately and appropriately.
- Ability to follow detailed instructions and multitask.
- Ability to interact tactfully with a wide variety of people to communicate effectively to individuals and groups.
- Ability to interact effectively and appropriately with the public and court staff; providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to apply the court's policies, procedures, practices, and guidelines related to office administration.
- Ability to consistently demonstrate sound ethics and judgment.
- Skill in using standard office equipment (telephones, copiers, computers and scanners).
- Ability to reach, bend, kneel, use a step-stool, and lift and move heavy boxes and files up to 25 lbs.
- Educational Requirement: General Equivalency Diploma or equal.

CONDITIONS OF EMPLOYMENT: Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens.

BENEFITS: Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY: Qualified applicants must submit the following: (1) a cover letter; (2) a resume; (3) a list of at least three references, with current contact information; and (4) a completed AO 78 Application for Judicial Branch Federal Employment (www.uscourts.gov). Your application will not be accepted if any of the requirements is missing.

Completed applications in a single pdf may be emailed to Human Resources at:
paedhumanresources@paed.uscourts.gov

Expenses associated with interviews or relocation will not be reimbursed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary.

**The Clerk’s Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer**