



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

VACANCY ANNOUNCEMENT

POSITION TITLE: **Generalist Relief Clerk**
Full-Time/Temporary (not-to-exceed a year and a day)
Multiple positions may be filled

VACANCY NUMBER: **25-07E**

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL - 23 (\$44,031 - \$71,583)
CL - 24 (\$48,770 - \$79,263)
(salary commensurate with experience)

POSTING DATE: January 17, 2025

CLOSING DATE: Open until filled (*priority given to applications received by February 3, 2025*)

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is recruiting for a well-organized, detail-oriented individual who embraces the challenge of variety in his or her work. The position involves providing relief assistance for district and magistrate judge courtroom deputies, office services including, civil intake, criminal intake, quality control, case reassignments, docketing, records, procurement, mail, cashier and jury duties. The individual hired for this position must have excellent customer service skills, be organized, detail-oriented, and highly motivated. This fast-paced and challenging position requires the individual to present a professional demeanor at all times.

The appointment will be for one year and a day, with a possibility of an extension or to become a permanent position.

The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within the district may be required.

REPRESENTATIVE DUTIES

Courtroom Duties:

Provides courtroom deputy assistance, as required, to include:

- Review of cases or reports for necessary actions; keeping judge and immediate staff informed of case progress; acts as liaison between clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently; coordinates hearings.

May perform some relief courtroom duties for courtroom deputies for District, Magistrate, and visiting Judges. Coverage may be for more than one judge.

Intake: Receives and reviews incoming documents to determine conformity with appropriate rules, practice, and/or court requirements. Acts as receptionist; answers and routes incoming calls. Assists public in use of computerized databases. Provides basic information to public, bar, and the court. Sorts, classifies, and sends requests for filing on the official court docket. Assists public with accessing information in the court's electronic filing system and answers questions regarding filing documents, case statuses, procedures, policies, and directives. Scans and converts documents from archives for filing in the courts electronic filing system. Reviews scanned documents for accuracy. Routes documents to proper offices or persons.

Docketing: Makes summary entries of documents and proceedings on the docket ensuring that all automated entries are appropriately linked for case management. Assists with processing proposed related and identical case orders and docketing when orders are signed.

Customer Service: Answers customer service calls, as well as responding to questions in person, relating to mail, filings, calendars, and other matters.

Events: Assists with the coordination, conduction, set-up and breakdown of court events.

Finance: Receives and processes funds for new cases, appeals, copy fees, criminal penalties, and performs end of day cash out procedures, and assists with any additional financial tasks.

Jury: Conducts petit juror orientation and checks jurors in electronically on the Court's Jury Management System (JMS). Prepares and sends jury panels for trial. Assists in qualifying jurors, daily grand juror panels, and new grand jury impanelments.

Records: Assists with copy requests, various mail correspondence, archive files, scanning documents, and other duties as assigned.

- Retrieve and copy files from the Federal Records Center for court personnel, attorneys and other government agencies. Prepare and ship records to the appropriate Federal Records Center. Maintain accurate records for the retention and disposition of court files.
- Prepares documents prior to scanning, scan documents, ensure quality image of scanned documents, and verify documents have been docketed to the correct case and the image is attached with the proper restrictions.
- Prepare Certificates of Good Standing for requesting attorneys.

QUALIFICATIONS

- CL23 - high school diploma or equivalent, **and** two years of general clerical or office experience.
- CL24 – high school diploma or equivalent, **and** two years of general clerical or office experience, **and** one year of specialized experience. Specialized experience is defined as 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 involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
- Ability to communicate effectively, both orally and in writing, with individuals and groups; excellent customer service and time management skills; attention to detail a must; ability to prioritize tasks and assignments effectively and rapidly; ability to learn a wide range of duties and tasks of several types. Must be a team player and exhibit highest standards of integrity, and maintain a courteous professional and cooperative demeanor; must maintain confidentiality.
- Excellent interpersonal skills. Ability to exercise sound ethics and mature judgment and interact professionally and tactfully with a wide variety of persons.

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. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, commuter benefit, and paid federal holidays, and paid annual and sick leave. To learn more about the Judiciary's benefits: <https://www.uscourts.gov/careers/benefits> **eligibility for benefits varies with temporary appointments**

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or

omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, “**Generalist Relief Clerk #25-07**” and ***will not be considered complete*** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk’s Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**