



# United States Courts District of Montana

## Vacancy Announcement 03C:2018

<b>Position Title:</b>	Generalist Clerk
<b>Duty Station:</b>	Butte, Montana
<b>Starting Grade/Salary*:</b>	CL24-25, \$36,026 - \$49,765*
<b>Status:</b>	Full time, permanent
<b>Announcement Date:</b>	October 4, 2017
<b>Application Deadline:</b>	October 20, 2017

\*Starting salary and grade will be based on experience and qualifications. Lateral transfers from current federal judiciary employees will be considered.

### **Representative Duties:**

This position is located in the Butte office for the Clerk of Court for the U.S. District and Bankruptcy Courts, District of Montana. The incumbent will be responsible for learning and performing a variety of progressively responsible duties that will contribute to the overall daily operations of the clerk's office. Duties include, but are not limited to: receiving and filing documents in accordance with set protocols and deadlines; maintaining files for the court; monitoring and managing the progression of cases; interacting professionally with the public, jurors, attorneys, judges, and court staff; and complying with the court's confidentiality and ethics requirements.

### **Education and Experience Qualifications:**

**Minimum requirements:** High school diploma or equivalent and two (2) years of progressively responsible clerical or administrative work experience.

**Desired skills:** Successful applicants will have a high level of competency using automated document and data management systems; accurate typing and data entry skills; strong organizational and time management skills; excellent public service and communication skills; familiarity with legal documents and knowledge of how cases move through the court system. **Preference** will be given to applicants with previous work experience in the legal field, a law firm or court, or office management experience.

### **Employment Requirements and Selection Process:**

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*. Employees of the United States Courts are considered "at will" employees, and are not covered by the Office of Personnel Management's civil service classification system or regulations.

**Information for Applicants:**

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment - available at <http://www.mtd.uscourts.gov/employment>

Note: the last page of the AO-78 requires a conventional signature that can be scanned.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. To ensure consideration applications must be **received** no later than **5:00 pm, October 20, 2017**, and should be submitted in one of the following ways (no duplicate submissions, please):

**Email (preferred):** Subject line: Application - last name  
Submit documents as **PDF attachments ONLY** to:  
sharon\_hardwick@mtd.uscourts.gov

**Fax:** 406-417-6969

**U.S. Mail:** Sharon Hardwick, Human Resources  
U.S. District Court  
901 Front Street, Suite 2100  
Helena, MT 59626

Applicants will receive an email confirmation within 10 days of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

**Benefits:**

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include the Thrift Savings Plan (similar to a 401k), and health, dental, vision, and life insurance plans. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at [www.uscourts.gov](http://www.uscourts.gov).

The Administrative Office of the United States Courts is an Equal Opportunity Employer.