



Office of Human Resources
U.S. District Court
Western District of Texas
727 E. Cesar Chavez Boulevard, Suite A-403
San Antonio, Texas 78206

Job #12-08

Position:	Operations Clerk
Opening Date:	February 16, 2012
Closing Date:	March 2, 2012
Classification Level:	up to CL 25/Step 20* ~ up to \$45,468 (salary commensurate with experience) *Transfers within the Judiciary will be considered for a salary match within the CL-25
Location:	Midland, Texas

The United States District Clerk's Office in Midland is currently accepting applications for the position of Operations Clerk.

Position Overview: The Operations Clerk receives and reviews incoming documents via traditional and electronic media to determine conformity with appropriate rules, practices, and/or court requirements; ensures assignment of case numbers and randomly assigns cases to judges; makes summary entries of all documents and proceedings on the docket, this includes, but is not limited to: pleadings, petitions, motions, complaints, minutes, and orders; assists in case management by ensuring that all automated entries are appropriately linked for proper case management; prepares and transmits to appropriate parties such items as: notices, judgments, and orders; informs parties when judgment or appealable order is entered on the docket; opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents, such as judgments and closing orders; receives documents pertaining to a variety of case types, such as civil, criminal, bankruptcy, tax, and administrative; identifies emergency motions and documents that require special handling and refers them to appropriate personnel; determines if the documents received are timely and otherwise meet the requirements of Federal and local rules; contacts district court personnel, attorneys, and others when case opening requirements are not met; answers queries on procedures and status of cases; functions as back up cashier for funds received for filing and copy fees, appeal fees, and payments of criminal debt, etc; may serve as backup in jury administration and to courtroom staff; and all other duties as assigned.

Minimum Qualifications Requirements: Position requires at least 2 years of clerical or administrative experience and 4 years of legal experience preferably in a civil and/or criminal environment. Bachelor's degree preferred but not required. Excellent customer service, communication, and organizational skills are also required. Must be able to process a high volume of paperwork, the ability to handle more than one task at a time, and prioritize and manage own workload. Proficient data entry skills required.

Application Procedure: Qualified candidates may apply by mailing a current resume. In addition, please attach a letter stating your interest, Job #12-08, salary history or classification level, and a daytime telephone number. Mail to:

United States District Court
Attn: Human Resources
727 E. Cesar Chavez Blvd., Suite A-403
San Antonio, Texas 78206

Applications must be received no later than March 2, 2012. No late applications will be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a credit, fingerprint, and background check.

The United States District Court is an Equal Opportunity Employer.