



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

CAREER OPPTY. # 12-09

Position:	Generalist
Posting Period:	July 17, 2012 to July 31, 2012
Classification Level:	Salary - CL 22 Step 1* (\$28,235) . If filled at the CL-22 may be promoted to the next Classification Level w/o further competition when qualified. (*Based on Court Personnel Table 66; the court's budget, qualifications and salary guidelines of the Administrative Office of the U.S. Courts)
Location/Duty Station:	Clerk's Office, Newark, New Jersey

Introduction:

Representative Duties:

Qualifications/Skills:

Required Clearances:

Application Process:

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The Clerk's Office is accepting resumes for a Generalist. A Generalist is a member of the Clerk's Office.

A Generalist performs various functions and is responsible for processing case information during the initial filing of documents in accordance with procedures and rules. A Generalist assists with records and reproduction and/or case initiation. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and collecting court fees. Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance. Assist in entering certain types of documents and proceedings on the docket; and Perform other duties as assigned. **Notes: Knowledge of Corel WordPerfect, Word and Lotus Notes is helpful. Familiarity with the United States District Court Case Management/Electronic Case Files ("CM/ECF") is helpful. Also, there may be lifting of heavy boxes.**

One year of general experience is necessary. One year of specialized court experience is helpful. An understanding of professional office procedures related to court operations is preferable. The U.S. District Court for the District of New Jersey is seeking an individual that is motivated, organized and who can work both independently and in a team setting. The incumbent for this position should demonstrate technical and operational proficiency with the ability to use various office equipment. The incumbent for this position will be interacting with Judicial Officers, court staff, attorneys and the public. Therefore, the ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others and acting with integrity are all essential skills. Knowledge of court/legal terminology is helpful. The incumbent should also demonstrate the ability to apply a body of rules, regulations, directives or laws during the course of performing his or her duties. Computer skills (i.e., Corel WordPerfect, Microsoft Word and other applications, Lotus Notes and Internet Explorer) is preferred. Case Management/Electronic Case Files ("CM/ECF") experience is helpful.

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

Candidates must submit a cover letter, resume and current salary history on or before July 31, 2012 to Emma Fernandez-Regan, Human Resources Manager, Clarkson S. Fisher U.S. Courthouse, 402 East State Street, Room 2020, Trenton, NJ 08608; or E-mail to: hr@njd.uscourts.gov

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are "seeking citizenship" as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.