



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**
Vacancy Announcement 13-12

POSITION TITLE: Operations Specialist

LOCATION: Toledo, Ohio

POSITION TYPE: Full-time permanent

SALARY RANGE: CL 25 (\$37,941 - \$61,709)

OPENING DATE: September 11, 2013

CLOSING DATE: Applications preferred by September 27, 2013. Position open until filled.

The U.S. District Court for the Northern District of Ohio, Toledo Clerk's Office, has an immediate opening for an Operations Specialist in our Toledo courthouse. Starting salary dependent upon qualifications and experience.

POSITION OVERVIEW

Operations Specialists perform various functions and are responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules. Incumbents perform noticing, manage the progression of cases, maintain official case records, and monitor the completion of required procedural steps. Operations Specialists review filed documents to determine conformity, take appropriate action, ensure all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Operations Specialists also operate sound recording equipment to record court proceedings, serve as backup courtroom deputies and assist the jury department.

The incumbent is a member of the Clerk's Office operations staff and provides services to the bench, bar and public. Travel between divisional offices in Akron, Cleveland and Youngstown is required based on the operational needs of the Clerk's Office.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office. Duties include extensive customer service, cashier/intake, docketing and noticing, data quality control, reviewing and processing of civil and criminal documents which are the official record of the Court, scanning of documents, mail processing, records management, which includes filing and archiving records, electronic court recording, jury and courtroom deputy support. These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the federal court.

EXPERIENCE

A minimum of one year of specialized 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, regulation, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. First consideration will be given to candidates with federal or state court experience and experience with the Court's electronic filing system.

REQUIRED SKILLS

- Proficiency with Windows-based applications, including database, spreadsheets, Word Perfect or Word and Adobe PDF files
- Ability to use general office equipment
- Ability to operate and maintain sound recording equipment
- Customer service skills
- Ability to communicate effectively, both orally and in writing, in a professional manner
- Ability to apply a body of rules, regulations, directives, or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines
- Problem solving skills

EDUCATION

Bachelor's degree from an accredited four-year college or university is preferred or legal education or paralegal certification.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. A general skills assessment test will be administered. 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. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY

To apply, submit a cover letter, a detailed resume, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov to the address below by COB September 27, 2013. Applications may also be e-mailed to apply@ohnd.uscourts.gov. E-mailed documents must be in Word, WordPerfect or PDF format. Use only one method of application. No faxes please. **Incomplete submissions will not be considered.**

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Office #13-12
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.