

Job Title	Deputy Clerk/Generalist	CL - 24
Occupational Group	Operational Court Support	

Job Summary

This position is located in the Clerk's Office, United States District Court for the Northern District of Indiana and is under the general direction of the Chief Deputy. The incumbent provides a wide variety of administrative support services and serves as a liaison between the court and the bar for the Court's attorney programs. The incumbent will also provide basic quality control of docket entries and duties related to naturalization ceremonies.

Representative Duties

- Review and process a variety of attorney programs actions such as applications for admission to the bar of the federal court and applications for *pro hac vice* admission.
- Review all applications for completeness, compliance with local rules, and disciplinary problems. Resolve application deficiencies with attorneys.
- Prepare and distribute certificates of admission, certificates of good standing, and correspondence relating to attorney admissions and attorney programs.
- Maintain computer databases according to court standards which contain information on attorneys admitted to the bar of the federal court, address and/or name changes, and *pro hac vice* information.
- Maintain all necessary attorney admissions and attorney programs records and files. Serve as liaison between attorneys and the Court, providing assistance to attorneys and answering inquiries concerning attorney admissions and attorney programs.
- Monitor payment of fees imposed by the Court pursuant to local rules.
- Coordinate federal bar admissions programs and other attorney programs.
- Provide basic quality control of docket entries.
- Duties related to naturalization ceremonies.
- Other duties as assigned which may include assisting in preparation of training materials, basic quality control of docket entries, scanning, and assisting the CM/ECF administrator with quarterly reporting.

Factor 1 - Required Competencies (Knowledge, Skills and Abilities)

Court Operations

- Good knowledge of attorney programs, including attorney admissions rules, regulations, and procedures. Knowledge of how processes in the clerk's office and the Court relate to incumbent's position. Good knowledge of legal terminology. Knowledge of and skill in use of applicable automated systems and programs. Good organizational skills, including accuracy and attention to detail. Skill in administrative matters such as file maintenance, record keeping, reporting, and preparation of materials. Ability to manage multiple tasks, priorities, and deadlines.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to exercise good judgment, act with diplomacy, and maintain confidentiality. Ability consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to effectively communicate (both orally and in writing) with a wide variety of people both within and outside the court.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to maintain the records, application forms, and files for the Court's attorney admission program and other attorney programs. The incumbent receives general guidance concerning overall objectives to be achieved. Work is primarily driven by the large volume of attorney programs materials which are received and must be processed in a timely and accurate fashion. This work facilitates the accomplishment of the Court's attorney programs which have an impact on the benches of the district courts, and their employees, as well as members of the bar. It is necessary that the records be accurate, complete, and timely so as not to jeopardize the ability of the court to perform this basic function.

Factor 3 – Complexity

Procedures are established and supervisors are available. Within these parameters, the incumbent has some latitude in planning, organizing, and executing daily work, initiating contacts, and providing information. Most tasks are performed independently, with reasonable discretion exercised when carrying out assigned responsibilities and handling persons and situations with tact and diplomacy. The work requires attention to detail in processing attorney admissions applications, entry of admissions information into appropriate computer databases according to court standards, and tracking disciplinary matters and fees. Interruptions for questions from the court and the public necessitate a high level of concentration in order to avoid errors and complete work in a timely manner. Good judgment is exercised in maintaining confidentiality, setting priorities, and acting with tact and diplomacy. Incumbent must know a wide variety of specialized forms, rules, regulations, and procedures in order to accomplish the work.

Factor 4A - Interactions with Judiciary Contacts

The primary judiciary contacts are case administrators, courtroom deputies, court management, and judicial officers and their staff to provide specific information with regard to attorney admissions programs and other attorney programs.

Factor 4B - Interactions with External Contacts

The primary external contacts are members of the bar and other court units on attorney admissions matters and attorney programs.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Some lifting may be required.