



**Position:** Deputy Clerk/Generalist (temporary)

**Posting Period:** January 12 through January 26, 2015

**Classification:** CL 23-24\* (\$31,343 - \$56,417) If filled at a CL 23 may be promoted to the next Classification Level without further competition. (\*Based on the qualifications and salary guidelines of the Administrative Office of the U.S. Courts.)

**Location:** Clerk's Office, South Bend Divisional Office

**Introduction:**

The Clerk's Office of the U.S. District Court, Northern District of Indiana, is accepting resumes for a Deputy Clerk/Generalist position in the South Bend divisional office. Under the general direction of the Chief Deputy, the Deputy Clerk/Generalist provides a wide variety of administrative support services and serves as a liaison between the bench and the bar for the Court's attorney programs. This position will also provide basic quality control of docket entries and duties related to naturalization ceremonies. This is a temporary position, with a year and a day designation.

**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. Other duties as assigned may include assisting in preparation of training materials, scanning, and assisting the CM/ECF administrator with quarterly reporting.

**Qualifications/ Skills:**

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. To qualify for CL 24, candidates must have a minimum of one year of specialized experience equivalent to work at CL 23. The U.S. District Court for the Northern District of Indiana is seeking a professional individual that is highly motivated, very organized, possesses accuracy and attention to detail, 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 and automated systems. The incumbent for this position will be interacting with 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. This position also requires the ability to problem solve and find practical solutions with limited assistance. Knowledge of court/legal terminology is helpful. A degree from an accredited college or university is highly desirable. Responsible work experience may be substituted for education above the high school level.

**Required Clearances:**

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 fingerprint check.

**Application Process:**

Applicants must submit in PDF format a cover letter, resume, Application Form AO-78, and salary history on or before January 26, 2015 to [humanresources@innd.uscourts.gov](mailto:humanresources@innd.uscourts.gov). Only PDF documents will be accepted. See the court website for the application form and additional details: [www.innd.uscourts.gov](http://www.innd.uscourts.gov)