



United States District Court, Northern District of Indiana
204 Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Vacancy Announcement Number: 2021-03
REPOST – DEADLINE EXTENDED

VACANCY NOTICE

Position Title: Temporary* Administrative Support Clerk – Full Time <i>(*Temporary term expires September 30, 2022.)</i>	Opening Date: July 29, 2021 Closing Date: August 26, 2021
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Duty Station: South Bend, Indiana

Earliest Start Date: August 30, 2021

Salary: CL-23 (\$34,945 - \$56,790) **
***Placement is based on experience and qualifications and guidelines of the Administrative Office of the U.S Courts. Most applicants without specific court-preferred skills will be appointed in the low to mid-range. Position is promotion eligible without further competition.*

Introduction:

The United States District Court for the Northern District of Indiana is seeking qualified applicants for a temporary, full-time, Administrative Support Clerk position. Location for this position is South Bend. The Administrative Support Clerk provides general office assistance and reports to the Division Manager.

This is a temporary position that is funded until September 30, 2022.

Duties and Responsibilities:

The Administrative Support Clerk provides administrative and secretarial assistance to the Clerk's Office. General responsibilities of the position include: (1) Receive, screen, and route incoming mail to appropriate office; (2) Scan, copy, mail, and file documents; (3) Perform as receiving clerk for supplies and equipment; and (4) Provide administrative support to managers and other staff as required.

Qualifications, Skills and Requirements:

A high school diploma or equivalent, two years of general experience (general experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties), and:

- Proficiency with email, window applications and Adobe Acrobat; ability to work independently or in a team environment; demonstrated, proactive, problem-solving approach; excellent communication and interpersonal skills; strong customer service ethic; and ability to understand and apply established rules and procedures.
- Proficiency using standard office equipment.
- Bachelor's degree or familiarity with legal concepts and documents preferred.

Conditions of Employment:

Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. This position is classified as a sensitive position; therefore, the applicant will be hired provisionally pending the successful completion of a required background investigation that includes FBI fingerprinting and ends with a favorable employment suitability determination. Reinvestigation may be required every five years thereafter. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, not subject to the employment regulations of competitive service, and are "at-will" employees, who can be terminated with or without cause by the Court. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Benefits:

The Federal Judiciary offers a comprehensive and diverse benefits package that includes 11 paid holidays per year, paid annual leave, paid sick leave, a Basic Benefit Plan (Annuity), and a defined contribution retirement savings and investment plan with capped matching employer contributions. Additional benefits include participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Group Life Insurance (FGLI) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP) and additional supplemental programs that include a Commuter Benefit Program; Long-Term Care Insurance; private long-term disability plan; and a Flexible Benefits Program. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.

Application Process:

Qualified applicants are invited to submit a cover letter, Résumé and Application for Judicial Branch Employment [Form AO-78 \(Federal Judicial Branch Application for Employment \(uscourts.gov\)\)](#). Submit by email **all** material in a **single pdf** to humanresources@innd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **To be considered, all application packets must be received by 5:00 p.m. ET on August 26, 2021. Incomplete packets and those submitted after the deadline will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.

The Court reserves the right to fill the position earlier than the closing date, modify the conditions of this job announcement, and/or to withdraw it. More than one position may be filled from this announcement. If a subsequent vacancy in a similar classification becomes available within a reasonable time of this announcement, the Court may elect to select a candidate from the original qualified applicant pool. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.