



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

Vacancy Announcement Number: 2021-05

VACANCY NOTICE	
Position Title:	Temporary* Records, Reproduction & Scanning Clerk
	Opening Date: November 04, 2021 Closing Date: Open until filled, <i>with first consideration given to Applications received by November 11, 2021.</i>
Appointment Type:	Full-Time, Temporary* , Excepted Service (*Temporary term expires September 30, 2022.)
Duty Station:	South Bend, Indiana
Salary:	CL-22 (\$28,197 –\$45,868) ** <i>**Salary range exhibits full earning potential of position using current Pay Tables. Starting salary is commensurate with work experience, education, qualifications, local court policy, and guidelines of the Administrative Office of the U.S Courts. Most applicants will be appointed in the low to mid salary range.</i>

Introduction:

The United States District Court for the Northern District of Indiana is seeking qualified applicants for a temporary Records, Reproduction & Scanning Clerk. Location for this position is South Bend. The Records, Reproduction & Scanning Clerk provides operational support to the Clerk's Office and reports to the Division Manager. *This is a temporary position that is funded through September 30, 2022.*

Duties and Responsibilities:

General responsibilities of the position include, but are not limited to:

- sort and scan appropriate documents from paper case files into electronic case management system;
- maintain integrity of filing system by performing quality control procedures to ensure filed documents have been correctly uploaded and organized;
- sort and scan naturalization records into electronic file system;

- provide regular feedback regarding scanning status;
- assist in preparation and shipping of records to the appropriate Federal Records Center;
- provide support related to naturalization ceremonies and other court events;
- perform backup clerical duties, including mail, telephone support, sorting, filing, and photocopying; and
- perform other duties as assigned.

Qualifications, Skills and Requirements:

- High school diploma or equivalent.
- One or more 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. At the Court's discretion, education above the high school level may be substituted for required general experience.
- Proficiency with email, window applications and Adobe Acrobat.
- Ability to work independently or in a team environment.
- Excellent communication and interpersonal skills.
- Ability to understand and apply established rules and procedures.
- Proficiency using standard office equipment.
- The incumbent must be punctual and maintain good time and attendance.
- Familiarity with legal concepts and documents is preferred but not required.

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. This position is not telework eligible. **By December 27, 2021, all employees must be fully vaccinated (i.e., be at least 2 weeks out from last dose) for COVID-19 or be approved for an exemption. Exemption requests on the basis of a sincerely held religious belief or medical condition from the vaccination requirement will be considered upon request. The successful candidate must submit to the Court either proof of vaccination or an exemption request for consideration no later than three (3) business days prior to the start date. Proof of vaccination or request for exemption form /completed exemption request form should be emailed to humanresources@innd.uscourts.gov.**

Benefits:

Paid federal holidays and choice of Federal Employee Health Benefit Program.

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. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applicants scheduled to interview should advise Human Resources if any accommodation will be necessary. 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. Additionally, the Court reserves the right to reopen the posting to solicit applications from additional applicants should the Court deem this necessary. 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 without further advertisement and competition. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.