



United States Courts District of Montana

Vacancy Announcement 03C:2017

Position Title:	Jury & Operations Deputy Clerk
Duty Station:	Billings, Montana
Starting Grade/Salary*:	CL25, \$39,171 - \$44,886
Status:	Full time, permanent
Announcement Date:	October 19, 2016
Application Deadline:	November 16, 2016

*Starting salary and grade will be based on experience and qualifications.

Representative Duties:

This position is located in the Clerk's Office of the U.S. District Court, District of Montana. The incumbent will be responsible for learning and performing a variety of progressively responsible duties that will contribute to the overall daily operations of the clerk's office for the district. Duties include, but are not limited to: assisting in the administration of jury processes; preparing payment vouchers according to set rules and procedures; maintaining files for the court; receiving and filing documents in accordance with set protocols and deadlines; monitoring and managing the progression of cases; providing backup assistance in the courtroom; interacting professionally with the public, jurors, attorneys, judges, and court staff; and complying with the court's confidentiality and ethics requirements.

Education and Experience Qualifications:

Minimum requirements: High school diploma or equivalent and two (2) years of progressively responsible clerical or administrative work experience.

Desired skills: Successful applicants will have strong computer skills, including typing and data entry; strong organizational and time management skills; prior experience using automated systems, especially document management programs and phone systems; excellent public service and communication skills; and familiarity with legal documents and knowledge of how cases move through the court system.

Preference will be given to applicants with previous work experience in the legal field, a law firm or court, or office management experience.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*. Employees of the United States Courts are considered "at will" employees, and are not covered by the Office of Personnel Management's civil service classification system or regulations.

Information for Applicants:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment - available at <http://www.mtd.uscourts.gov/employment>

Note: the last page of the AO-78 requires a conventional signature that can be scanned.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. To ensure consideration applications must be **received** no later than **5:00 pm, November 16, 2016**, and should be submitted in one of the following ways (no duplicate submissions, please):

Email (preferred): Subject line: USDC Application (last name)
Submit documents as **PDF attachments ONLY** to:
sharon_hardwick@mtd.uscourts.gov

Fax: Include cover sheet (Attn: Human Resources) and number of pages
406-441-1357

U.S. Mail: Sharon Hardwick, Human Resources
U.S. District Court
901 Front Street, Suite 2100
Helena, MT 59626

Applicants will receive an email confirmation within 10 days of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

Benefits:

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include the Thrift Savings Plan (similar to a 401k), and health, dental, vision, and life insurance plans. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at www.uscourts.gov.

The Administrative Office of the United States Courts is an Equal Opportunity Employer.