



United States District Court

District of Montana

Vacancy Announcement

11D:2021

Position Title:	Intake Deputy Clerk
Duty Station:	Great Falls, Montana
Starting Grade/Salary*:	CL24-27, \$38,694 - \$84,059
Announcement Date:	October 25, 2021
Application Deadline:	November 15, 2021
Anticipated Start Date:	Flexible

*Starting salary and grade will be determined based on experience and qualifications. The individual chosen for this position may be eligible for future promotion without competition. Lateral transfers of courtroom deputies and case managers currently employed by the Federal Judiciary will be considered.

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. Duties include, but are not limited to: receiving and filing both district and bankruptcy court documents in accordance with set protocols and deadlines; maintaining files for the court; managing jury processes; monitoring and managing the progression of cases; providing backup assistance in the courtroom; receiving and processing payments; 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.

Desired skills: Successful applicants will have strong computer skills, including typing and data entry; experience using automated systems, especially document management and word processing programs; excellent customer service and communication (oral and written) 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.

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made.

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. 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. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

Application Procedure:

Qualified applicants should submit by email only the following materials in PDF format:

- A letter of application summarizing the applicant’s qualifications;
- A current resume detailing relevant experience, dates of employment and functions managed.
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature);
- A list of at least three professional references.

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=11D2021>

Please contact Susie Johnston if you require alternative application submission options at 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov

The Court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The United States Courts are an Equal Opportunity Employer.