



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA
www.okwd.uscourts.gov**

Position Title: Court Services Clerk
Position Type: Full-time Permanent
Vacancy Number: 16-09
Location: Oklahoma City
Opening Date: November 4, 2016
Closing Date: December 6, 2016
Salary: \$32,109 to \$52,053 (CL-23). Starting salary will be based upon qualifications and experience. This is a career ladder position with promotion potential to grade CL-25 without further advertising.

POSITION OVERVIEW. This is an entry level public service position with the United States Court Clerk's office in Oklahoma City. Incumbent will assist the public, attorneys, and court personnel with court documents and will receive payments, answer phones, make copies and perform data entry. Incumbent must enjoy working with the public, have a professional image, and get along well with others.

Applicants should be dynamic self-starters with excellent interpersonal skills who demonstrate both initiative and follow through in all duties, enjoy multi-tasking, and can readily adapt to fast-changing priorities in a small-office setting. Applicants must have excellent administrative, organizational, and conceptual skills; the ability to effectively communicate verbally and in writing; and a solid command of office protocols and administrative practices such as calendaring, travel planning, assembling, photocopying, filing, record keeping, telephone usage and typing. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must. A judicial employee must maintain a professional appearance and demeanor at all times.

MINIMUM QUALIFICATIONS. Applicants must be U. S. citizens or eligible to work in the United States. Prospective candidates must have a high school diploma or equivalent with a minimum of two years of general experience. At least one year of specialized experience is preferred. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology, automated software and equipment for word processing, data entry or report generation.

COURT PREFERRED QUALIFICATIONS: A four-year degree from an accredited college or university is highly desirable. Legal experience is preferred. Customer service experience and/or customer service training is preferred.

ADDITIONAL INFORMATION: Only qualified applicants will be considered for this position. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payment. Selected candidate will be subject to a one year probationary period. All court employees are at will, and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written notice. More than one vacancy may be filled. If another position in a similar classification becomes available within a reasonable time of this announcement, the court may elect to select a candidate from the applicants who responded to this announcement without re-posting the position.

BENEFITS. Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health and life insurance programs, leave accrual, periodic grade and step increases, and paid holidays.

APPLICATION INSTRUCTIONS. To apply, please send an application package that includes a resume, completed employment application form, and a cover letter explaining why you are qualified for this position. The employment application form can be found on the court web page at www.okwd.uscourts.gov. The application package should be sent by email to HR@okwd.uscourts.gov, and must be sent as a single .pdf document with the vacancy number of 16-09 and the applicant's name in the subject line.

Carmelita Reeder Shinn, Court Clerk
U.S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

An Equal Opportunity Employer