



2015-2
5/5/15

United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street - Chicago, Illinois 60604

VACANCY ANNOUNCEMENT

Position: GENERALIST CLERK

Starting Salary: CL-23 - \$34,685
This position has promotional potential up to CL-25 without further competition

Closing Date: Open Until Filled

Overview: The U.S. Court of Appeals for the 7th Circuit is seeking applicants for a full time Generalist Clerk. This individual performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures and rules. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, assists with case initiation, and performs customer service for the purpose of providing procedural information and collecting court fees.

Duties:

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Route electronic and paper documents to the proper offices and/or staff after acceptance.
- Assist in the collection of appropriate fees and assign case numbers.
- Act as receptionist and provide information to a wide variety of people within and outside the court. Assist in entering documents and proceedings on the docket and create/update matrix mailing lists.
- Accurately sort, classify and file case records and maintain the integrity of the filing system. Retrieve files and make copies of records for court personnel, attorneys and others.
- Assist in the preparation and shipping of records to the appropriate Federal Records Center and retrieve records from centers when needed.

Minimum Qualifications:

- To qualify for the position of Generalist Clerk, the applicant must possess a 4 year degree from an accredited college or university in an accepted field of academic study.

Preferred Qualifications:

- Experience in the use of P.C.'s and software applications.
- Proven ability to think independently and work cooperatively in a team/office environment
- Strong oral and written communications skills and attention to detail
- Excellent interpersonal and customer service skills

Application:

Please submit resume, with cover letter and salary history to:

U.S. Court of Appeals - 7th Circuit
Human Resources
219 S. Dearborn Street - Rm. 2722
Chicago, Illinois 60604
Fax: 312-554-8077
E-Mail: ca7_HR@ca7.uscourts.gov

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer for payroll deposit.

More than one position may be filled with this announcement.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER