

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 15-05

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Intake Generalist
Position Type: Full-time
Grade: Classification Level CL-22
Salary: \$25,533 + 4.20% Cost of Living Allowance
Open Date: Monday, April 20, 2015
Closing Date: Sunday, May 3, 2015

The Clerk's Office of the United States District Court for the District of Puerto Rico is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills, and enjoys working with the public. Under the supervision of the Operations Manager, the Intake Generalist will perform a variety of clerical duties.

REPRESENTATIVE DUTIES Responsibilities of this position may include but are not limited to the following:

- ❖ Staffs intake area, including greeting members of the public; answering and routing incoming phone calls; and answering telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case-status, court procedures and filing processes.
- ❖ Retrieves files and makes copies of records for court personnel, attorneys, and others. Prepares and ships records to the appropriate Federal Records Center. Also retrieves records from centers when needed.
- ❖ Assists the public in the use of the public electronic records database
- ❖ Provides general information to pro se litigants in processing case information during the initial filing of court documents in accordance with procedures and rules.
- ❖ Processes documents and records requests, including documents reproduction, preparation and certification.
- ❖ Sorts and processes incoming and outgoing mail; and scans and converts documents into imaged files.

QUALIFICATIONS

High school graduate, or equivalent, required plus two years of general experience.

General Experience

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 duties of the position.

Preferred Qualifications and Requirements

- ❖ Ability to communicate effectively both orally and in writing in the English language is critical
- ❖ Possess a Bachelor's Degree from an accredited college or university
- ❖ Court or legal experience
- ❖ Ability to lift up to 40 pounds and to sit or stand for long periods of time

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment**- Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan, PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Sunday, May 3, 2015. E-mailed documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date the position is filled.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer