

**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 14-06

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Intake/Records Clerk
Position Type: Full-time
Grade: Classification Level CL-22
Salary: \$25,299 + 4.20% Cost of Living Allowance
Open Date: Friday, November 21, 2014
Closing Date: Friday, December 5, 2014

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/Records Clerk will perform a variety of clerical duties.

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

- ❖ Staffs court records and reproduction 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 in both English and Spanish is a must.
- ❖ 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 are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, 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 the close of business (5:00 pm) Friday, December 5, 2014. E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

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.
- ✓ 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