UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

POSITION ANNOUNCEMENT
May 23, 2008

POSITION: Generalist Clerk

LOCATION: Nashville, Tennessee

CLASSIFICATION LEVEL: CL 24 Step 1 ($32,603) to CL 25 Step 61 ($58,567), depending on experience and qualifications

START DATE: Position available immediately

APPLICATION DEADLINE: Friday, June 6, 2008

POSITION OVERVIEW:

This position is located in the Clerk's Office. The Generalist Clerk performs a wide array of duties and provides support to the Clerk and managerial staff.

REPRESENTATIVE DUTIES:

- Processes court mail and routes to appropriate individuals.
- Prepares and ships records to the appropriate Federal Records Center; also retrieves records when needed.
- Scans and/or converts paper documents into PDF format.
- Acts as a receiving clerk and compares delivery of goods with purchase order to verify receipt of orders. Checks deliveries against purchase orders for type, quantity and condition of goods.
- Retrieves and processes documents in drop box, if necessary.
- Provides clerical assistance and support to the Clerk of Court.
- Provides assistance to the docket room, as necessary.
- Other duties as assigned.

MANDATORY QUALIFICATION REQUIREMENTS:

General Experience: A minimum of two years of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to assist deputy clerks in the performance of their duties. (Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.)

Specialized Experience: A minimum of one year of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, with demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel-payroll operations.

Other Requirements: Strong preference for candidate with college degree. Must possess good organizational skills. Ability to be flexible and adapt to unanticipated needs and problems. Skill in verbal and written communications with a wide variety of people in different circumstances, both inside and outside the Court.

BENEFITS:

This position is covered by the Court Personnel System. Benefits include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request. Final candidates may be required to undergo a background investigation.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are "at will" and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Equal Employment Opportunity Employer

APPLICATION PROCESS:

Interested employees must submit via e-mail to the addresses below a request for consideration for the position and include a resume and a brief statement detailing why you want the position.

Human Resources Specialist Connie W. Baker
Connie_W_Baker@tnmd.uscourts.gov

Chief Deputy Clerk Vicki R. Kinkade
Vicki_Kinkade@tnmd.uscourts.gov

THE UNITED STATES DISTRICT COURT IS
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER