



United States District Court

District of Delaware

Vacancy Announcement 15-05

Position Title: Generalist
Duty Station: Wilmington, Delaware
Salary: CL 23 \$33,767 - \$54,886
Opening Date: July 9, 2015
Closing Date: July 23, 2015

Position Overview

The duties of the Generalist include customer service, maintenance of automated and paper records, mail processing, inmate correspondence, case opening, general intake duties, support to the electronic filing help desk and other duties as assigned.

Qualifications

Applicants for this position must be able to deal effectively with the Judges of the District Court, co-workers, the public, and the Bar. The individual selected must also be able to understand the rules and regulations of the Court. General computer and word processing skills are required. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

Education and Experience

The completion of a degree in a field related to Criminal Justice or Legal Studies is preferred, along with experience in a related field. The minimum requirement is the possession of a High School degree or GED and two years of clerical experience. Education above the high school level may be substituted for general experience.

Benefits

The United States District Court for the District of Delaware offers a generous benefit's package which includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB); Federal Employees Dental and Vision Insurance Program (FEDVIP); Federal Employees Group Life Insurance (FEGLI); Flexible Benefits Program; Long Term Care Insurance through the Federal Judiciary or OPM; Federal Employees Retirement System (FERS); Thrift Savings Plan (TSP) and a Transit Subsidy Program.

NOTE: Some benefits require a waiting period.

Information for Applicants

To be considered for this position, applicants must submit a cover letter and resume. Applications should be submitted in one of the following ways:

Email (preferred): Submit documents to ded_resumes@ded.uscourts.gov

U.S. Mail: Personnel

 United States District Court

 844 N. King Street, Unit 18

 Wilmington, DE 19801

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filling more than one position described therein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System for the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Generalist is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment, and may be subject to periodic updates.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.