

VACANCY ANNOUNCEMENT



The United States District Court District of Delaware

Position			
Generalist - Temporary Position (Subject to Review Each Quarter)			
Location			
Boggs Courthouse, 844 King Street, Wilmington, Delaware			
Starting Salary	Opening Date	Closing Date	Announcement
CL-23 \$33,082.00	November 7, 2012	Until Closed	12-06

Position Overview
The duties of a 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. He or she must possess the ability to function as a replacement worker for other workers in leave status. 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 & Experience
The completion of a degree in a field related to Criminal Justice or Paralegal Studies is preferred, along with experience in a related field. The minimum requirement is the possession of a High School Diploma or GED, with two years of clerical experience. Education above the high school level may be substituted for general experience.
Transcripts may be required for verification prior to the start of employment.

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Benefits

The United States District Court for the District of Delaware offers a generous benefit's package which includes:

- 10 Paid Holidays
- Paid Vacation
- Life Insurance Plan Options
- Medical Coverage
- Medical/Dependant care Reimbursement Accts.
- Paid Sick Leave
- Retirement Benefits
- Thrift Savings Plan
- Long Term Care Insurance
- Commuter Benefits Program

Note: some benefits require a waiting period.

Information for Applicants

Submit resumes to Generalist@ded.uscourts.gov or Personnel, 844 N. King Street, Unit 18, Wilmington, Delaware, 19801-3570.

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 or other notice. This job announcement may involve filling more than one position described herein. **This position is temporary, subject to review each quarter.**

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of 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, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

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 a background check as a condition of employment. The background check is a fingerprint search of criminal history records.

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

The U.S. District Court will maintain position opening applications or resumes on file to quantify applicant data for statistical reporting requirements.

If you have any questions regarding this announcement please contact our Personnel Specialist on (302) 573-6170.

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