



United States District Court

District of Delaware

Vacancy Announcement 24-15

Position Title: Generalist

Duty Station: Wilmington, Delaware

Salary: CL 23 \$43,149- \$70,145
CL 24 \$47,773- \$77,699

Opening Date: July 2, 2024

Closing Date: Open until filled

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.

Representative Duties

- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case files. Open and close cases in the case management system, based on required documents and/or entries. Assist with entry of various case documents on the docket.
- Check for prior or prohibited filings. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Operate a variety of copying, scanning, and records equipment. Answer and route incoming calls. Assist the public in the use of computerized databases. Provide basic information to public, bar, and the court. Process prisoner mail, including correspondence and pleadings from inmates and pro se parties. Ensure data quality.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.
- Scan, copy, file, pickup, sort, and process mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Maintain court files.
- Perform 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.

CL-23 High School graduate or equivalent and possess two years of clerical experience or have a college degree

CL-24 One year of specialized experience

Benefits

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven 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
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

Information for Applicants

Please provide the required application documents in PDF format. The required application documents include the following: resume, cover letter, references and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=24-15>

Applicants will receive an email confirmation upon receipt. Paper applications will not be considered.

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 filing more than one position described therein.

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. Applicants must be U.S. citizens or eligible to work in the United States.

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.

If you have questions regarding this announcement,

please contact Beth Mason at (302)573-6170