



United States District Court

District of Delaware

Vacancy Announcement 23-9

Position Title: Generalist

Duty Station: Wilmington, Delaware

Salary: CL 23 \$40,993- \$66,612
CL 24 \$45,395- \$73,775

Opening Date: July 17, 2023

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.

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 (FGLI)
- 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=23-9>

Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed 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.

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**