



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Transit subsidy
- Fitness center

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

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

## Operations Specialist

**VACANCY #21-20 (Revised)**

**LOCATION:** Cleveland, Ohio    **REPORTS TO:** Deputy-in-Charge

**STATUS:** Full-time permanent    **CLASSIFICATION:** CL 24 – CL 25

**POSTED:** September 21, 2021    **STARTING SALARY RANGE:** \$40,319-\$58,398

**AREA OF CONSIDERATION:** All qualified applicants

**CLOSING DATE:** Open Until Filled

**Applicants who previously applied under this announcement need not reapply. You may re-submit if there is an update to the previous application submitted.**

**Position Overview:**

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills, and a strong work ethic. This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility, and ability to multi-task. (Promotion potential to CL 25 without further competition.)

- Operations Specialists operate in a team environment and handle all aspects of court support.
- Duties include docketing, maintaining, and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules.
- Operations Specialists review filed documents to determine conformity, take appropriate action, ensure all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Incumbents are expected to support other Operations functions (e.g., jury administration, intake, records) as well as serve as Electronic Court Recorder Operators and back-up Courtroom Deputies as needed.

## Operations Specialist (21-20)

### How to Apply:

Applicants must submit ONE PDF document containing the following to

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Subject of email should read Vacancy 21-20
- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

### Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Duties include extensive customer service, cashier/intake, docketing and noticing, data quality control, reviewing and processing of civil and criminal documents which are the official record of the Court.
- Scanning of documents, mail processing, records management, which includes filing and archiving.
- Electronic court recording, jury, and courtroom deputy support.

These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the federal court.

### **Qualifications: (Qualifications must be met at the time of application)**

To qualify, applicants must have a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. 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 human resources/payroll operations.

### **Preferred qualifications include:**

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification
- Legal/paralegal experience and experience with a federal court electronic filing
- Prior training or experience with electronic court recording, court calendars and dockets or courtroom deputy duties

### **Required Skills:**

- Proficiency with Windows-based applications, including database, spreadsheets, Microsoft Word, and Adobe PDF files specifically as it relates to preparing documents, compiling data, and preparing reports
- Outstanding customer service and support skills
- Ability to communicate effectively, both orally and in writing
- Ability to apply a body of rules, regulations, directives, or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines
- Problem solving skills
- Ability and willingness to travel occasionally to district offices

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.