



United States District Court  
District of Minnesota

CAREER OPPORTUNITY

---

Position:	Generalist Clerk
Location:	District of Minnesota Fergus Falls
Salary Classification:	CL 25 Range: \$37,279 - \$60,643
Closing Date:	Monday, November 23 <sup>rd</sup> at 5 PM

**Overview of the District of Minnesota**

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 5 active senior district judges, 7 authorized magistrate judges and a Clerk's Office staff of over 70 employees.

**Introduction**

This position is located in the Clerk's Office of the United States District Court. The incumbent serves as the Generalist for the office, including intake, docketing, and financial duties. Fergus Falls is a one person office.

## **Representative Duties**

- Intake Clerk:
  - serve as primary receptionist for the Clerk’s Office.
  - fulfill copy requests.
  - meter mail.
  - receive and review documents determining conformity with appropriate rules, practices and court requirements, collecting appropriate fees, etc.
- Civil Docket Clerk:
  - review documents received either by mail or intake.
  - scan documents into an electronic case folder.
  - make summary entries of all civil documents and civil proceedings on the docket. This includes, but not limited to, such things as pleadings, petitions, motions, complaints, minutes and orders.
  - mail documents to the civil docketing supervisor in Minneapolis.
  - perform quality control of all electronically filed documents.
  - prepare and transmit notices, judgments and orders.
  - answer inquiries on case status and answer help desk calls for the electronic case filing system.
  - open and close cases.
  - provide resources for pro se litigants and attorneys filing with the court.
- Research general customer inquiries and apply policies and rules.
- Cashier:
  - issue receipts for collections received through the mail.
  - distribute receipts to U.S. Probation and U.S. Attorney’s Office.
  - reconcile and process Bureau of Prison payments in the Court Financial System
  - maintain petty cash.
  - maintain and monitor vault access and inventory.
  - prepares bank deposit.
- General clerical duties including data entry, copying, filing, preparation, distribution and delivery of courier and routing of documents.
- Assist visiting Judges and Magistrate Judges and staff, including tracking and reporting monthly statistics.

- Jury Clerk:
  - send notices including summons and panel letter.
  - welcome and check-in jurors and provide orientation.
  - prepare documentation for payment and certificates.
- Deputy Clerk for Naturalization Ceremonies in Fergus Falls and surrounding areas.
- Other duties as assigned.

## **Qualifications**

Candidate must be U.S. Citizen or eligible to work in the United States. Candidates should have a combination of education and experience that demonstrates the qualities required for the position, including exceptional customer service skills, attention to detail, ability to take direction from others, initiative, familiarity with legal terms, excellent organizational and communication skills, and experience with various computer software. A Bachelor's Degree is preferred.

## **Benefits**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court

Attn: Human Resources Manager

U.S. Courthouse

300 South Fourth Street, Suite 202

Minneapolis, MN 55415

E-mail: [hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. All new employees will be subject to a background check.

*The Court is an Equal Opportunity Employer*