



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2015-04

Position:	Operations Generalist/Criminal Duty Clerk Temporary, full-time position Position reviewed annually for availability of funds.
Number of Vacancies:	One
Location:	Warren E. Burger Federal Building and U.S. Courthouse Clerk's Office, St. Paul, MN
Posting Date:	October 31, 2014
Classification:	CL 25
Salary:	Salary Range: \$40,617 - \$66,019 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, November 14, 2014 at 5:00 p.m.
Area of Consideration:	Open to all sources

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. This position supports 7 district judges, 4 senior district judges, 8 magistrate judges, 1 part-time magistrate judge, and Clerk's Office staff.

Introduction

This position is located in the Clerk's Office in the Warren E. Burger Federal Building and U.S. Courthouse in St. Paul, Minnesota. It provides support for U.S. Magistrate

Judges in St. Paul and Minneapolis and other duties as assigned by the Operations Manager. Some travel required.

Representative Duties

Provide support to Magistrate Judges in St. Paul and Minneapolis in criminal pretrial scheduling and paperwork. The Magistrate Judges rotate two-week periods for criminal duty assignments, including initial appearances, arraignments, detention hearings and scheduling interpreters.

Responsible for fast-paced coordination with the offices of U.S. Marshal, Pretrial Services, Federal Defender, and U.S. Attorney.

Prepare written and oral communications, including writing, editing, and proofreading of documents, and correct legal citation formats.

Attend court hearings and create minutes of court activity and post electronically to the docket.

Receives, screens, and refers telephone calls.

Responds to routine inquiries and provides assistance to the public maintaining the confidentiality of sensitive matters.

Monitor Violation Petition and Order which unseals the case when defendant makes appearance.

Monitor Summons and Warrants for execution; scan and post electronically to the case docket when warrants are returned executed.

Post documents received from other agencies into the case record. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Process notices of appeal and appeal-related documents. Perform quality control on all entries.

Other duties as assigned.

Job Qualifications

Minimum Qualifications

One year of specialized hands-on experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws. Attention to detail, ability to take directions from others, familiarity with legal terms, organization skills, computer and case management experience, and customer service skills.

Preferred Qualifications

BA/Paralegal degree preferred. Ability to meet deadlines and to manage multiple projects. Ability to maintain confidentiality and interact tactfully with a wide variety of persons.

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.

Application Process

Qualified candidates should email resume with cover letter to:

hr-usdc@mnd.uscourts.gov

Please enter “Application for Operations Generalist/Criminal Duty Clerk Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

The Court is an Equal Opportunity Employer