



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**  
Vacancy Announcement #2017-05

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<b>Position:</b>	Operations Generalist Regular full-time position
<b>Number of Vacancies:</b>	One
<b>Location:</b>	Minneapolis, MN
<b>Posting Date:</b>	November 18, 2016
<b>Classification:</b>	CL 25
<b>Salary:</b>	Salary Range: \$41,551 - \$67,534 Depending on Qualifications
<b>Closing Date:</b>	Open until filled. Preference will be given to resumes received by Friday, December 2, 2016 at 5:00 p.m.
<b>Area of Consideration:</b>	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 authorized district judges, 7 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, and Clerk's Office staff.

**Introduction**

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District for the District of Minnesota. The incumbent serves as the Operations Generalist for the office, including intake, docketing, and financial duties.

## **Representative Duties**

### **Intake and Administrative Support:**

Assist customers at intake counter, accept documents, inform customers of required fees, receive payments and issue receipts. Secure funds in cash register and balance funds at the end of the day.

Responsible for answering mainline phone calls; assisting the public, attorneys, and pro se litigants with filing and case status questions.

Receive vendor deliveries and process accordingly.

Scan and convert documents filed over the counter and from the U.S. Mail into PDF image files.

Assist the public in the use of computerized databases. Provide information to the public without providing legal advice.

Process new attorney admission requests and verify attorney status. Process attorney updates and make necessary changes to the attorney record. Communicate with attorneys via helpdesk phone calls and emails regarding the districts' admissions practices.

Maintain integrity of filing system by monitoring proper access to records and accurate filing of documents. Prepare, send and retrieve records from the appropriate Federal Records Center. Make copies of records for court personnel, attorneys and others. Upon request, certify court documents.

Scan, copy, file, sort, process and deliver mail. Receive stamp all incoming documents.

Provide support and assistance to visiting judges.

Other duties as assigned.

### **Case Administration Support:**

Manage cases from opening to closing. Create and process new case files by assigning case numbers and judges. Open cases in case management system. Enter initial case filings into the case record. Audit cases for closing and check case record to ensure that all necessary documents are entered and deadlines are met.

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.

Enter documents received over the counter or U.S. Mail into the case record. Maintain documents in the appropriate location. Provide forms via mail or e-mail as required.

Review case record for previous or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.

Assist the public with electronic and paper files. Answer helpdesk calls assisting attorneys and pro se litigants with filing questions.

Prepare and enter judgments, Circuit Court Opinions and Circuit Court Judgments.

Test new procedures and processes and provide feedback.

Provide notice of court filings as required by law.

Communicate and respond to management requests regarding case administrative operations. Answer procedural questions for judges, staff, and public. Provide customer service and resolve difficulties while complying with regulations, rules and procedures.

Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

Other duties as assigned

## **Job Qualifications**

### **Minimum Qualifications**

One year of general experience in clerical and office work. One year of specialized experience in administrative work that demonstrates the ability to apply rules or laws involving the use of specialist terminology and automated software and case management. Excellent customer service skills required. Education and experience that demonstrates attention to detail, ability to take directions from others, and excellent organization skills.

### **Preferred Qualifications**

One year of general experience in clerical and office work. Two years of specialized experience in administrative work that demonstrates the ability to apply rules or laws involving the use of specialist terminology and automated software and case management. Ability to maintain concentration despite interruptions. BA or Paralegal degree preferred.

## **Conditions of Employment**

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

All final candidates are subject to FBI fingerprints and background investigation, including criminal history.

## **Benefits**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, life insurance, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

## **Application Process**

Qualified candidates should email resume **with cover letter** to:

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

**Please enter “Application for Operations Generalist Position” in the email Subject line.**

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

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.

***The Court is an Equal Opportunity Employer***