

**United States District Court
District of Minnesota
Career Opportunity: Operations Generalist**

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, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

Title and Type: Operations Generalist,
Full-time

Vacancies: One

Location: [Saint Paul, Minnesota](#)

Posting Date: Friday, September 21,
2018

Classification: CL 25

Salary Range: \$43,270 - \$70,362

Closing Date: Open until filled.
Preference will be given to resumes
received by Friday, October 5, 2018, at
5:00 p.m. Central Time.

Area of Consideration: Open to all
sources.

Vacancy Announcement #: 2018-21

**To apply, qualified applications should
follow the instructions below:**

- Attach one PDF document, containing
 - A cover letter;
 - Resume; and
 - Names and contact information for three professional references.

- Add "Operations Generalist – Saint Paul" in the email subject line.

- Email the PDF document to
hr-usdc@mnd.uscourts.gov.

- Submission of the PDF document must not be done using a link to a cloud-based storage system but must be provided as an attachment to the email.

INTRODUCTION

The U.S. District Court Clerk's Office, for the District of Minnesota, is seeking an Operations Generalist located in the Saint Paul Warren E. Burger Federal Building and U.S. Courthouse.

REPRESENTATIVE DUTIES

- Assist customers at the intake counter. Accept documents, communicate fees, receive payments, and issue receipts. Secure cash register funds, balance cash drawer, and process credit card payments. Receive and stamp incoming documents.
- Answer and route phone calls, and assist the public with Electronic Case Management database.
- Scan documents. Prepare, sort, classify, certify, copy, issue, and file case records. Monitor access to records and maintain document filing.
- Answer in person questions, helpdesk calls, and email communications to assist attorneys and pro se litigants with filing questions and case status.
- Prepare statistical reports. Process digital recording requests.
- Process attorney admissions, petitions, and prepare certificates. Assist with the re-registration process and update attorney records. Process pro hac vice motions.
- Assist judicial officers and Citizenship and Immigration Service (CIS) officials with naturalization ceremonies. Process name change certifications and coordinate tasks for naturalizations.
- Assist with maintaining jury system records, website, manual, and forms. Prepare vouchers for juror and vendor payments, including jury fees, mileage, lodging, and parking costs. Prepare annual tax statements for juror compensation.
- Maintain the Jury Management System (JMS) and eJuror and daily jury utilization.
- Monitor calendars to determine the appropriate number of jurors, ensure attendance and prepare jury panels for trials.
- Coordinate with jury judge to assign inbound and outbound messages.
- Prepare, mail, and receive jury selection responses, and process qualification materials.
- Grant or deny requests for deferral of service and show cause for the jury judge. Follow up with non-compliant jurors.
- Prepare orientation materials, conduct juror orientations and assist with juror and prospective juror logistics including parking, lodging, and refreshments.
- Pool jurors and manage jury resources to minimize costs and service burdens.
- Monitor and record juror attendance for management of service and payment

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POSITION REQUIREMENTS AND QUALIFICATIONS

The successful applicant must have at least one year of general experience in clerical and office work, and at least 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, attention to detail, ability to take directions from others, and excellent organization skills are required.

Two or more years of specialized experience, as outlined above, is preferred. A Bachelor's degree or a Paralegal degree is preferred.

ENVIRONMENTAL DEMANDS

- Work is performed in an office setting.
- Some travel may be required.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered "at-will" and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- With supervisor approval, telework, alternative work schedules, and other workplace flexibilities.

Employees of the U.S. District Court are not classified under Civil Service.

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District of Minnesota**



APPLICATION INFORMATION

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, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer