

**Temporary Supply Clerk
Probation & Pretrial Services Office
United States District Court - District of Minnesota
Vacancy Announcement 2020-08**

COURT LOCATION: Minneapolis, Minnesota

OPENING DATE: May 11, 2020

CLOSING DATE: Open Until Filled (preference to those who apply before May 22, 2020)

SALARY RANGE: CL 23 \$17.81-\$28.95 Hourly

(Salary commensurate with qualifications and experience)

POSITION OVERVIEW: The Probation and Pretrial Services Office seeks a highly motivated, responsible, detail-orientated temporary Supply Clerk to assist in organizing and arranging our storerooms and supplies. The individual should be able to work independently as well as take direction from others. The individual will perform various duties, including organizing and cleaning out supply rooms and office space, maintaining records, assisting other departments with equipment, and other duties as assigned. This is a temporary assignment that will end on September 30, 2020.

CONDITIONS OF EMPLOYMENT: Employees of the Federal Court system must be United States citizens or permanent residents seeking citizenship.

Employees are hired provisionally pending the results of a complete background investigation.

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

This position is "at will" and can be terminated with or without cause by the Court.

QUALIFICATIONS: To qualify for this position an applicant must be a high school graduate or equivalent with two years of general work experience. Preference will be given to individuals with progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Applicants must be able to work up to 40 hours per week from Monday through Friday, 8:00-4:30 PM.

Applicants must be able to lift heavy boxes and supplies, as well as be able to bend, reach and twist.

APPLICATION INFORMATION AND PROCESS

Qualified candidates should submit an application to: <https://www.mnp.uscourts.gov/career-opportunities>

An application must be completed in its entirety, using our electronic online database, to be considered for this opportunity.

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. All application materials must be received as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER