



United States Court of Appeals for the Sixth Circuit

COURT GENERALIST

Cincinnati, OH Full-Time
\$ 49,966 - \$ 81,216 (CL 25)*

About the Court

The Sixth Circuit offers a positive culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country.**

Explore our remarkable city at cincinnati-chamber.com and check out our awards at cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking a detail-oriented Court Generalist to join our team.

Overview of Duties

The Court Generalist supports operational, administrative, and technical functions of the Clerk's Office. The major responsibilities and duties include the following:

- Assist in receiving and maintaining case-related records and documents, including receipt, review, and referral of mail and documents submitted to the court.
- Field telephone, in person, and electronic inquiries; process requests for information and documents and support customer service activities. Assist the public in the use of computerized records and information databases.
- Support case management functions. Use various specialized programs to assist in processing cases, entering record information, processing fees and payments and supporting other case-related activities.
- Support courtroom activity and preparation of materials for the court.
- Provide general office support. Assist in inventory, management of supplies, copying, scanning, and other records management activities.
- Assist with other operational activities as assigned.

POSITION QUALIFICATIONS

Required: One year of administrative or clerical experience. High school diploma, or its equivalent. Strong organizational and interpersonal skills, present a professional image and demeanor, and exercise appropriate discretion in dealing with confidential information. Highly precise, detailed, and self-organized. Ability to work under pressure and within the constraints of conflicting deadlines. Significant experience with and skills in using computer-based applications, including word processing and databases.

Preferred: Related experience in a court, government agency, or equivalent environment.

COMPETITIVE TOTAL REWARDS

Compensation*: \$ 49,966 - \$ 81,216 (CL 25)* (*Salary commensurate with qualifications in accordance with U.S. Court Guidelines)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Resume button on our [online application system](#).

Position is open until filled; preference given to applications received by **July 7, 2024**.

Virtual interviews available for first round interviews.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court.

For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers.

The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.