



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2024-7
6/27/24

POSITION VACANCY

Position: GENERALIST CLERK

Salary Range: CL-23 - \$43,773 per annum
This position has promotion potential up to CL-25 without further competition

Closing Date: July 11, 2024

Overview: The U.S. Court of Appeals for the 7th Circuit is seeking applicants for a full time Generalist Clerk. This individual performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents in accordance with approved internal controls, procedures and rules. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, assists with case initiation, and performs customer service for the purpose of providing procedural information and collecting court fees.

Duties:

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route electronic and paper documents to the proper offices, and/or staff, after acceptance.
- Assist in the collection of appropriate fees and assign case numbers.
- Act as receptionist and provide information to a wide variety of people within and outside the court. Assist in entering documents and proceedings on the docket, perform data entry, and create/update matrix mailing lists.
- Record and assist with the orderly flow of judicial proceedings using both in-person and remote courtroom technology.
- Accurately sort, classify, and file case records, and maintain the integrity of the filing system.
- Retrieve files and make copies of records for court personnel, attorneys, and others.
- Assist in the preparation and shipping of records to the appropriate Federal Records Center and retrieve records from centers when needed.
- Performs other duties as assigned.

Minimum Requirements:

- To qualify for the position of Generalist Clerk, the applicant must possess a 4-year degree from an accredited college or university in an accepted field of academic study.

Preferred Qualifications:

- Experience in the use of P.C.'s and software applications, including Zoom video-conferencing technology.
- Proven ability to solve problem, think independently, and work cooperatively in a team/office environment.
- Strong oral and written communication skills and attention to detail.
- Excellent interpersonal and customer service skills.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, and Dental and Vision Insurance. Limited telework options are available. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter. Visit our applicant tracking system at: <https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>

Applications must be received by July 11, 2024. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER