



## Vacancy Announcement United States District Court Western District of Missouri

Position	Operations Generalist
Position Number	OPS-012516
Location	<b>Springfield, Missouri</b>
Starting Salary	CL 25 (\$39,219-\$63,742) based on experience Promotional opportunity to CL26 (\$43,192-70,189)
Opening Date	January 22, 2016
Closing Date	February 5, 2016 by Noon

The United States District Court for the Western District of Missouri is currently accepting applications for an Operations Generalist. The incumbent of this position performs a full range of functional duties in the areas of intake, docketing, case administration, appeals, finance, records/reproduction, For-the-Record (FTR) recording software, property/procurement, library maintenance, filing, customer service, checking-in jurors, and Case Management/Electronic Case Filing (CM/ECF).

### Primary Duties

The Operations Generalist performs duties and carries responsibilities such as the following:

**Docketing:** Dockets orders, judgments, and other documents in CM/ECF. Opens civil and criminal cases upon receipt of initiating documents, such as complaints, removals, indictments, 2255 motions or petitions, merges magistrate cases and prepares docketing orders. Reviews incoming documents for conformity with appropriate rules or court requirements. Ensures random assignment of Criminal and Civil case numbers to new cases. Makes summary entries of all documents and proceedings on the docket ensuring that all automated entries are appropriately linked for proper case management. Exhibits thorough working knowledge with the operation of CM/ECF events and reliefs which are necessary for proper docketing and quality control.

**Intake:** Assisting customers at the Intake window. Acts as receptionist, providing information to public and within the court, including searches, answers correspondence, collects/reconciles fees from customers at the counter. Receives and reviews incoming documents to determine conformity with appropriate rules, practice, and/or court requirements. Creates any documents required, such as bill of costs, Marshal's 285 forms, summonses, referral orders, transfer letters, etc. Files documents meeting requirements. Contacts parties to inform and/or resolve nonconformity issues. Collects and processes fees, and maintains incoming funds logs. Answers inquiries on case status and court procedure. Closes cases upon docketing of receipt of terminating documents and prepares clerk's judgments, if necessary.

**Case Administration:** Ensures CM/ECF users and non-participating litigants receive appropriate documents and notices. Prepares correspondence regarding file inquiries, docket sheets and other file-request information. Processes magistrate judge consents/non-consents. Performs records management functions for the divisional office. Prepares certified mailings as needed. Provides customer assistance during collection of attorney annual dues. Provides information to the public (including pro se litigants), the bar and chambers regarding electronic filing, clerk's office procedures and case status.

**Quality Control:** Reviews daily activity reports to ensure pleadings and orders are properly and accurately docketed by attorneys and court staff. Takes corrective action when necessary.

**Jury Support & Community Outreach:** Conducts juror orientation and checks jurors in electronically on JMS. Prepares and sends jury panels to trial judges. Remains available to jurors during their service for resolution of problems and assistance regarding parking, lodging, refreshments, and employment attendance certificates. Monitors and records juror attendance. Ensures jury room is ready for use by jurors. Assists with coordinating special events such as Naturalization Ceremonies, Courthouse Tours and Open Doors of Justice.

**Appeals:** Handles appellate filings and related issues for the divisional office to include, preparing clerk's records and ordering transcripts if necessary and transmits same to the Eighth Circuit Court of Appeals. Receives documents pertaining to a variety of case types, such as civil, criminal & miscellaneous. Identifies emergency motions and documents that require special handling and refers them to appropriate personnel with minimum delay. Determines if the documents received are timely and otherwise meet the requirements of the Federal Rules of Appellate Procedure and the rules of the court. Contacts district court personnel, attorneys and/or the 8<sup>th</sup> Circuit Court of Appeals as needed to properly process the appeal.

**Finance:** Maintains log for incoming funds, if necessary.

**Relief Courtroom Deputy:** Provides relief or back-up coverage for divisional CRDs and visiting judges as needed. Attends court sessions, hearings, and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up courtrooms, assuring presence of all necessary participants, managing exhibits, opening court and issuing oaths. Takes notes of proceedings and rulings and prepares minute entries. When covering magistrate and bankruptcy proceedings, creates a verbatim record of court proceedings using electronic recording equipment and creates corresponding log. Assists with grand jury returns. Prepares Judgment and Commitment Orders, and dockets and distributes as necessary.

## Qualifications

Applicants must demonstrate excellent oral communication skills and the ability to meet and communicate clearly with a variety of people. Ability to answer procedural questions without providing legal advice. Strong organizational skills and ability to apply a body of rules, regulations or laws is required. Attention to detail will assist the applicant in duties performed at intake. Proficiency in Windows Operating Systems, all Windows Office applications and CM/ECF is preferred. The successful candidate must be a high school graduate (Associate's or Bachelor's degree preferred), have experience dealing with the public, and possess at least two years legal or related clerical experience which required the application of procedures involving the use of legal terminology, and demonstrate a broad knowledge of the purpose and content of documents, events and procedural rules. Knowledge of the Federal Rules of Civil, Criminal, and Appellate Procedure is desired.

## Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the judge and the Code of Conduct for Judicial Employees. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

## Employee Benefits

The following benefits are available for this position:

10 Paid Holidays each calendar year

Annual and Sick Leave

- 13 days of paid annual leave (for up to three years of federal service)
- 20 days of paid annual leave (from 3-14 years of federal service)
- 26 days of paid annual leave (15 or more years of federal service)
- 13 days of paid sick leave ( unlimited accumulation)

Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability  
Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts)

Retirement System

Thrift Savings Plan participation (with up to 5% employer matching contributions)

## Application Procedure

Qualified applicants **must** submit each of the following to be considered for an interview:

- A detailed cover letter
- A detailed resume
- A completed application for Judicial Branch Federal Employment – form AO78  
Link to form: <http://www.uscourts.gov/forms/AO078.pdf>
- Contact information for three **professional** references

Kathy Popejoy  
U.S. District Court - Western Missouri  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City, MO, 64106  
or via email to: [kathy\\_popejoy@mow.uscourts.gov](mailto:kathy_popejoy@mow.uscourts.gov)

The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

