

**The United States District Court
Western District of Missouri
Vacancy Announcement #061318**



Position: Records/Reproduction Clerk
Location: Kansas City, Missouri
Salary: CL 23 (\$33,295 - \$54,123)
Open: June 13, 2018
Close: July 6, 2018

Duties and Responsibilities:

This position is located in the Clerk's office of the United States District Court for the Western District of Missouri. The incumbent will primarily be responsible for maintaining and sorting files, record reproduction, file retrieval, and scanning and uploading documents to the Court's CM/ECF database. Additionally, the incumbent will be responsible for mail room duties. These duties shall include the sorting and distribution of mail and parcels as well as other miscellaneous mail room functions. Duties will also include accepting, unpacking, delivery and inventory of supplies, equipment and furnishings. Some physical lifting is required. Incumbent will also serve as backup to the Appeals/Record Deputy Clerk. Perform other duties as assigned. This position reports to the District Operations Team Lead.

Qualifications:

Applicants must be high school graduates, or equivalent. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. Applicant should have strong organizational skills and working knowledge of copiers and scanners. Good communication skills are required. Bilingual applicants proficient in English and Spanish are preferred.

Conditions of Employment

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

https://help.usajobs.gov/index.php/Employment_of_Non-citizens

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

Benefits

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts

- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

Application Procedure

Qualified applicants **must submit all the following documents** or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); and
- Contact information for three professional references

Materials should be submitted no later than 5:00pm on July 6, 2018 to:

Michele Nelson
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Or email a PDF packet:
Michele_Nelson@mow.uscourts.gov

As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. 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.