

**UNITED STATES DISTRICT COURT
Southern District of Indiana
Indianapolis Division**

COURT SERVICES DEPUTY CLERK/FINANCIAL SPECIALIST

Salary Range: CL 24-25 - \$35,647- \$63,982

depending on qualifications and experience

CLOSING DATE: Friday, September 16, 2016

The United States District Court is accepting applications for a combined Court Services Deputy Clerk/Financial Specialist position. The Court Services Deputy Clerk is responsible for a wide variety of tasks associated with the intake and case opening function of the U. S. District Court, under the direction and supervision of the Court Services Supervisor. Incumbent shall receive and review incoming documents to determine conformity with federal court requirements; verify attorneys' authority to practice before the court; collect appropriate fees and prepare receipts for same; assure assignment of case numbers and random assignment of cases to judges; open cases in the automated case management system; docket initial opening events; monitor the integrity of the filing system; retrieve files and make copies of records; ship files to the appropriate Federal Records Center; answer incoming phone calls; provide assistance with computerized database; assist with naturalization ceremonies and attorney admissions; and other duties as assigned. The Financial Specialist responsibilities include annual completion of the court's criminal case deposit fund audit; coordinating the procurement of supplies, equipment, miscellaneous services; preparing purchase orders and payment vouchers; checking invoices against purchase orders for type, quantity, condition, and compliance; updating court records for items targeted for the excess inventory process; and other duties as assigned by the Director of Financial Services. The incumbent will work in Court Services three days and Finance two days per week. Applicants should have excellent administrative and organizational skills with the ability to communicate effectively. Successful candidates must be highly motivated and able to work as part of a team. A professional appearance and demeanor is required.

QUALIFICATIONS: Applicants must have at least two years of administrative office experience, preferably in the legal field, where they have been accustomed to dealing tactfully and courteously with the public. They must be detail-oriented, possess excellent computer and telephone skills, and have experience in the Windows operating environment, preferably with case management software. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

APPLICATION INSTRUCTIONS: All of the items listed below should be emailed as one single PDF document to HRsubmit@insd.uscourts.gov no later than 5:00 pm eastern time, Friday, September 16, 2016.

1. Cover letter indicating why you are interested and why you believe you are qualified for the position;
2. Résumé, including email and telephone contact information; and
3. Names, email and phone contact information for three work-related references.

The subject line should note the applicant's name and contain the words Court Services/Financial Specialist. Neither faxed nor mailed résumés will be accepted. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so will invalidate the application without further acknowledgement from the Court.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.