

**United States District Court
District of Kansas
Vacancy Announcement #KC12-8**

Position: Court Operations Specialist
Announcement: KC12-8
Location: Kansas City, Kansas
Issue Date: November 15, 2012
Closing Date: Open until filled

Classification Level / Salary Range

CL 25/1 - CL 25/25 (\$37,941 - \$47,448)*

*Advanced placement up to a CL 25/61 (\$61,709) possible with specialized experience.

Position Overview

The Court Operations Specialist is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with federal and local rules and procedures. The Court Operations Specialist performs docketing tasks, issues notices, maintains official case records, monitors the completion of procedural steps, prepares case documents for appeal and performs quality control checks on court filings. The clerk's office staff works closely as a team and shares various office responsibilities such as answering phone calls, assisting customers at the counter, assisting internal court customers, processing mail and payments. In addition, special projects may be assigned as needed.

Qualification Requirements

High school diploma or equivalent, and one year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Court Operations Specialist position requires incumbent to present a professional demeanor at all times, possess strong organizational, analytical, verbal and written communication skills. The successful applicant will be familiar with the policies and procedures of the court. Familiarity with computers and the court's computer systems is preferred.

Employment is subject to a favorable outcome of a background investigation.

Employee Benefits

1. 13 days paid vacation for the first three years.
 2. 20 days paid vacation after three years.
 3. 26 days paid vacation after fifteen years.
 4. 13 days paid sick leave.
 5. 10 paid holidays.
 6. Choice of healthcare coverage, including dental & vision coverage.
 7. Life insurance options.
 8. Participation in the Federal Employees Retirement System.
 9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
 10. Participation in the Long Term Care Insurance plan.
 11. Participation in the Flexible Benefits Program.
 12. Free parking.
 13. Free onsite fitness center.
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How to Apply

To apply for this position, please submit the following items: 1) a cover letter with salary requirements, 2) a chronological resume, and 3) a Federal Judicial Branch Application for Employment by e-mail, with the subject title “KC12-8 COS” to:

ksd_recruitment@ksd.uscourts.gov

The application form is available on the court’s web site under the “Employment” tab at:

<http://ksd.uscourts.gov/flex/?fc=9>

* Incomplete applications will NOT be considered. District of Kansas applicants only need to submit a cover letter and resume.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.