

\*\*\*\*CAREER OPPORTUNITY\*\*\*\*



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA  
An Equal Opportunity Employer

[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

Position Title: Part-Time Generalist Clerk  
Position Number: 25-03  
Location: Oklahoma City  
Open Date: January 6, 2025  
Close Date: January 27, 2025  
Salary Range: CL-23 (\$19,979 - \$32,481)  
Starting salary commensurate with qualifications and work experience.

**POSITION OVERVIEW:** This entry level position is in the federal Court Clerk's Office in Oklahoma City. The Generalist Clerk assists a variety of administrative services such as human resources, procurement, finance, jury selection, and property management. The incumbent receives and reviews documents and performs customer service for the purpose of providing procedural information. The Generalist Clerk performs lower-level administrative support duties such as filing, copying, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors.

**REPRESENTATIVE DUTIES:** The representative duties of the position include:

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance.
- Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others.
- Perform office reception duties by greeting visitors in person and on the telephone, answering routine questions, and directing callers to the appropriate person.
- Prepare form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates and notes.
- Maintain, update, and track paper and electronic files; makes copies and deliver documents to staff. Scan, copy, and file documents. Maintain paper and electronic filing up to date.
- Assist in preparing and distributing vacancy announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, pre-employment tests, and issuing credentials and identification cards.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefits questions. Assist with local benefit fair.
- Assist with employee recognition programs and other human resources related events, such as the combined federal campaign. Assist with processing associated with intern/extern programs.
- Assist with the coordination of jury panels for judges on empanelment day, including monitoring and recording juror attendance. Assist with juror orientation.
- Assist in preparing the daily deposit and reconciling cashier's daily funds intake.
- Performing other related duties or special projects, as assigned.

**MINIMUM QUALIFICATIONS:** Applicants must be a United States citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. The successful applicant must be a high school graduate or equivalent and must have a minimum of two years general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**PREFERRED QUALIFICATIONS:** A four-year degree from an accredited college or university is highly desirable. Experience in a legal setting. Customer service experience and/or customer service training is preferred.

**BENEFITS:** Employees of the U.S. District Court are eligible to participate in the Federal Employees Retirement System, the Thrift Savings Plan, and health, dental, vision, life and long-term care insurance programs. Employees are entitled to paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

**ADDITIONAL INFORMATION:** The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to this original announcement without re-posting the position.

The selected candidate will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Applicants completing the AO-78 are not required to complete questions 19-21 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. 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 material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Judicial employees serve at-will and therefore the selected candidate may be removed from this position at any time.

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate.

**APPLICATION INSTRUCTIONS:** Please email a letter of interest, resume, and completed application form as a single .pdf document to [hr@okwd.uscourts.gov](mailto:hr@okwd.uscourts.gov). The employment application is located at [www.okwd.uscourts.gov/AO78](http://www.okwd.uscourts.gov/AO78). Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 25-03  
Joan Kane, Court Clerk  
U. S. District Court, Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 NW 4th Street, Rm 1210  
Oklahoma City, OK 73102