

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA
Career Opportunity**

POSITION TITLE: Intake Deputy Clerk
VACANCY NUMBER: FY2014-01
SALARY: Starting at \$34,703.00 - \$43,389.00 (CL 24) plus Benefits
OPEN DATE: March 14, 2014
CLOSING DATE: Open Until Filled, to ensure consideration apply by April 4, 2014

OVERVIEW: The Northern District of Oklahoma Clerk's Office is recruiting for a full-time Intake Deputy Clerk. This individual will perform a variety of duties including, but not limited to, receiving and filing documents, maintaining files for the Court, and cashiering. The Intake Deputy Clerk interacts with the public and court personnel on a daily basis.

QUALIFICATIONS:

- Must possess a minimum of at least one year of specialized experience.
- Must have basic computer skills.
- Must have good communication skills and the ability to work well with others.
- High School Graduate preferred.
- Experience in legal field preferred.
- Knowledge Case Management and Electronic Filing System (CM/ECF) preferred.
- Must be a United States citizen or eligible to work in the United States.
- Will be subject to FBI fingerprint check and background investigation; employment will be provisional and continuation contingent upon receipt of a favorable suitability determination.

DUTIES:

- Input data into the court's Case Management/Electronic Case Filing (CM/ECF) system.
- Respond to general telephonic inquiries from the public.
- Respond to CM/ECF help desk related calls.
- Scan documents received in paper format.
- Respond to requests from the public at the public intake counter.
- Process and distribute incoming mail.
- Process and meter outgoing mail.
- Receipt monies paid to the Court.

HOW TO APPLY: Applicants must submit a cover letter and current resume, by mail, to:

U. S. District Court
333 W. 4th Street, Room 411
Tulsa, OK 74103
Attn: Human Resources Office

Or by e-mail to:
IntakeVacancy@oknd.uscourts.gov

****EQUAL OPPORTUNITY EMPLOYER****