

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

****Career Opportunity****

TITLE: Intake Clerk
SALARY: Starting at \$34,356 - \$42,960 plus benefits
OPEN DATE: Monday, April 8, 2013
CLOSING DATE: Open Until Filled

OVERVIEW: The Northern District of Oklahoma is recruiting for a Intake Clerk. This individual will perform a variety of duties including, but not limited to, answering the telephone, helping customers at the public counter, data input, scanning, processing incoming and outgoing mail, and cashiering.

QUALIFICATIONS:

- Must be a High School Graduate.
- Must possess a minimum of at least one year of general clerical experience.
- Must have basic computer skills.
- Must have good communication skills and the ability to work well with others.
- Experience in the legal field preferred.
- Knowledge of CM/ECF case management and electronic filing system preferred.

DUTIES:

- Input data into the court's CM/ECF program and a variety of other applications
- Respond to general telephonic inquiries from the public and 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 an updated application/resume and cover letter to:

U.S. District Court
333 W. 4th Street, Room 411
Tulsa, OK 74103
Attn: Intake Clerk Vacancy

Or may email the application/resume and cover letter to
IntakeVacancy@oknd.uscourts.gov

****EQUAL OPPORTUNITY EMPLOYER****