

**UNITED STATES DISTRICT COURT**  
MIDDLE DISTRICT OF ALABAMA

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**Vacancy Announcement**

Vacancy 09-06

**Docket Clerk**

Court Personnel System Classification Level: 24/25

Starting Salary: \$33,770

Starting classification level and salary dependent upon experience and qualifications  
Promotional potential to CL 25 without further recruitment. May fill more than one position.

**Open to All Applicants**

Open Date: 11/10/2009

Closing Date: 11/20/2009

The U.S. District Court of Alabama Middle is accepting applications for the position of full-time Docket Clerk. This position is located in Montgomery, AL. The work schedule for this position is Monday through Friday 8:00 am until 5:00 pm.

**REPRESENTATIVE DUTIES**

- Make summary entries of documents and proceedings. Receive and docket terminating documents.
- Perform quality control on attorney-docketed entries. Prepare and distribute judgments, orders, and deficiency notices. Set schedules for briefing and record preparation.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Docket initial opening events. Maintain case records.
- Provide information to public, bar, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Perform other duties as assigned.

**QUALIFICATIONS**

All candidates must have a high school diploma or equivalent, plus two years of general court or administrative work experience. Bachelor's degree is highly desired. The successful candidate should demonstrate:

- Excellent organizational skills and experience handling multiple tasks and projects.
- Strong verbal and written communication skills and the ability to work effectively with a variety of people either in person or on the phone.
- Ability to work without supervision.
- Previous experience working in Microsoft Office and familiarity with WordPerfect.
- Ability to work with strict deadlines and in fast paced environment.

## **ADDITIONAL INFORMATION**

- Only qualified applicants will be considered for this position.
- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense.
- A background investigation with law enforcement agencies, including fingerprint and criminal record check, will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of investigation. Unsatisfactory results may result in termination of employment.
- Employees of the US District Court are “At Will” employees and are subject to a one year probationary period. Employees must adhere to the Code of Conduct for Judicial Employees.
- Payment of salary is subject to the mandatory electronic fund transfer (direct deposit) to a financial institution.
- **Incomplete or late submissions will not be considered.**

## **HOW TO APPLY**

To apply, qualified applicants should submit a cover letter summarizing related skills and interest for this position along with an Application for Federal Judicial Employment ( the application, form AO 78, and a summary of Federal Judiciary benefits can be located at <http://www.uscourts.gov/careers/> via email to [webmaster@almd.uscourts.gov](mailto:webmaster@almd.uscourts.gov) or by regular mail to:

Human Resources 09-06  
US District Court  
PO Box 711  
Montgomery, AL 36101

This Court is an Equal Opportunity / EDR Employer