



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ALABAMA**

<https://www.alnd.uscourts.gov/>

**JOB OPPORTUNITY NUMBER: ALND 24-09**

**POSITION: Intake Clerk**

**LOCATION: Birmingham, AL**

**OPENING DATE: August 28, 2024**

**CLOSING DATE: September 18, 2024**

**CLASSIFICATION LEVEL: CL 23**

**Promotion to CL 24 may be possible without further competition.**

**STARTING SALARY: \$39,578 - \$64,339**

**The actual starting salary is dependent upon experience and qualifications.**

**OFFICE SUMMARY**

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 14 federal judges located across 7 geographical divisions.

**POSITION OVERVIEW**

This position is organized in the Operations section of the U.S. District Court Clerk's Office, with responsibilities that include clerical duties that support initial filings, collection of required fees, and the processing of mail, all with a focus on customer service and in accordance with approved rules, procedures, and internal controls. **Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

**DUTIES AND RESPONSIBILITIES**

- Act as a receptionist, providing accurate and appropriate information to customers.
- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Inform customers of required fees, receive payments, and issue receipts. Process funds in the automated cash register, process credit card payments, and maintain the check log.
- Sort, classify, and file case records. Retrieve files and make copies of records for court personnel, attorneys, and others.
- Sort, process, and distribute mail to appropriate departments and judicial chambers. Operate postage equipment and affix appropriate postage to official mail.
- Provide backup coverage for team members and other departments, as required.
- Perform other duties, as assigned.

## CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

## MINIMUM QUALIFICATIONS

Applicants must have work and/or educational experience that demonstrates attention to detail, a high degree of professionalism, and a commitment to excellence. The incumbent must possess strong interpersonal, organization, and customer service skills; be able to communicate accurately, effectively, and timely; and be skilled in the use of automated systems and software, including word processing and databases.

## EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

## BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

## APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to [personnel@alnd.uscourts.gov](mailto:personnel@alnd.uscourts.gov). Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

**The U.S. District Court is an Equal Opportunity Employer.**