



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 16-02**

POSITION: Generalist/Electronic Court Recorder
Operator

OPENING DATE: March 9, 2016

CLOSING DATE: March 23, 2016

SALARY RANGE: CL 22-24 (\$28K - \$48K) *DOE
*Depending on experience

DUTY STATION: Hartford, CT
(with occasional travel to other locations in District)

Introduction

The Clerk's Office of the United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Generalist/Electronic Court Recorder Operator (ECRO) Clerk. The incumbent performs the following services:

Duties include, but are not limited to, the following:

- Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required.
- Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Create electronic log notes of proceedings, including participants involved in court proceedings.
- Prepare files for transcription.
- Receive and process CD/tape duplication and transcript production orders.
- Operate a variety of office equipment.
- Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court.
- Other duties may include processing mail, archiving files, and other duties as assigned.

Qualifications:

Minimum Qualifications: The successful candidate must have a high school diploma or equivalent and a minimum of three (3) years of progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Successful candidates will be proficient in the use of computer applications, e.g. Word, Adobe Acrobat, and Excel; fast-paced environment requires incumbent to present a professional demeanor at all times; detail-oriented; and possess strong organizational and communication skills. The successful candidate must have the ability to communicate information effectively, verbally and in writing, in a timely manner.

Desired Qualifications: Knowledge of court operations and functions, For The Record (FTR), and CM/ECF experience desirable, but not required. Bachelor's degree is preferred.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization founded in 1922.
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration with computing leave accrual and retirement benefits.

How to Apply:

Submit resume, with cover letter and salary history, and a completed application for judicial branch employment, Form AO 78A (available at <http://www.uscourts.gov/forms/AO078.pdf>) **by email only**, to:

Human Resources Department @ Email: HR_department@ctd.uscourts.gov

- Applicants selected for interviews will be tested. No phone calls please.
- Applicants must be U. S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.