



U. S. District Court  
Southern District of Mississippi

Docket/Intake Clerk  
Vacancy Announcement MSSD-2015-8

**POSITION**

Docket/Intake Clerk

**LOCATION**

Hattiesburg, Mississippi

**SALARY/TARGET**

Entry level

CL 24 - \$35,055 - \$43,823

Promotion potential to

CL 25 -- \$38,704 to \$48,403

**POSITION AVAILABLE**

January 4, 2016

**APPLICATION  
CLOSING DATE**

Open Until Filled. **To be assured of consideration, applications should be received by November 20, 2015**

**ANNOUNCEMENT**

MSSD-2015-8

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

**POSITION OVERVIEW / RESPONSIBILITIES**

**The United States District Court for the Southern District of Mississippi is accepting applications for a position of DOCKET/INTAKE CLERK.**

A Docket/Intake Clerk:

- Is responsible for handling telephone inquiries and over-the-counter questions pertaining to cases, local rules, federal rules, appellate rules, and for determining the status of cases on the court's civil and criminal dockets.
- Is responsible for receiving and examining all papers filed in criminal and civil cases and for maintaining a civil and criminal electronic docket with summary entries of all proceedings, minute orders and pleadings in each case.
- Assists in case management by ensuring that all automated entries are appropriately linked for proper case management.
- Issues all civil process such as summons, subpoenas, writs of attachment, writs of garnishment, writs of execution, abstracts and related documents.
- Verifies that a valid judgment is on file regarding the case and whether or not the judgment is satisfied.
- Coordinates attorneys' admission to practice in the United States District Court, collects fees and issues certificates, as authorized.
- Makes files available for inspection, coordinates copying and preparation of bills rendered to appropriate parties, and has frequent contact and is required to tactfully and efficiently work with the bar and the public who wish to refer to files.
- Supports other areas within the office as necessary.

Court employees are not civil service employees and serve at the will of the Court. **All court employees must be aware of and in compliance with the canons of federal judicial conduct and are subject to appropriate background and security investigation.**

Docket Clerks are employed on a one-year probationary term; **all court positions are subject to budgetary or organization reduction which could result in the elimination of this position.**

## EDUCATION AND QUALIFICATIONS

TO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION, APPLICANT MUST:

- Possess a high school diploma or the equivalent and must have two years of general experience and at least one year of specialized experience requiring regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or law and involve the routine use of specialized terminology and automated software; such experience is commonly encountered in a legal-related field such as found in a law office or clerk's office of a federal, state or local court.
- Possess the ability to operate electronic data and word processing equipment.
- Possess a good knowledge of spelling, punctuation, grammatical usage, and legal terminology and be able to communicate clearly and concisely, both orally and in writing.
- Consistently perform all duties of the office in a professional and friendly manner in working with the public and court staff.
- Reside within reasonable daily commuting distance of the William M. Colmer Federal Building and Courthouse in Hattiesburg, Mississippi.

## BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

## MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under "Excepted Appointments" and are considered "at-will" employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.

## APPLICATION PROCESS

Applications should be received by November 20, 2015. Qualified applicants should submit the following documents:

- A cover letter and resume of qualifications, education and employment experience, including references;
- A completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Submit the documents via email (subject: Docket/Intake Clerk – MSSD-2015-8) to [hr\\_manager@mssd.uscourts.gov](mailto:hr_manager@mssd.uscourts.gov) or by mail (marked Confidential) to:

Arthur Johnston, Clerk  
U.S. District Court, Southern District of Mississippi  
501 E. Court St., Suite 2.500  
Jackson, Mississippi 39201  
(Faxes will not be accepted)