



U. S. District Court  
Southern District of Mississippi

Generalist Clerk  
for  
Attorney Admissions,  
Criminal Debt, and Case Management  
Vacancy Announcement MSSD-2023-03

## POSITION

Generalist Clerk

### LOCATION

Jackson, Mississippi

### SALARY/TARGET

Entry level - CL 25- \$45,682 to \$57,118. Actual salary will be based on qualifications and experience

Promotion potential to CL 26 without further competition

### POSITION AVAILABLE

February 13, 2023.

### APPLICATION CLOSING DATE

Open Until Filled. **However, to be assured of consideration, applications should be received by January 31, 2023.**

### ANNOUNCEMENT

MSSD-2023-03

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 Generalist Clerk with responsibilities for daily financial reconciliation, criminal debt input and management, and attorney admissions, as well as general case management and customer service.

Responsibilities include:

#### ATTORNEY ADMISSION DUTIES:

- Manage, oversee and carry out the court's attorney admission process.
- Interact with and assist attorneys and legal assistants with the attorney admissions process in CM/ECF.
- Process and approve attorney admissions in CM/ECF.
- Maintain and update the court's attorney admissions database.
- Manage, oversee and carry out the court's attorney discipline procedures in conformity with the court's Local Rules.
- Issue certificates of good standing, and process pro hac vice attorney admissions.
- Receive, account for and deposit attorney admission fees.

#### FINANCIAL DUTIES:

- Initiate and create criminal debt records for parties, payees, and prisoners granted in forma pauperis status using the court's Civil Criminal Accounting Module (CCAM) in the Judiciary's Integrated Financial Management System (JIFMS).
- Reconcile and account for all moneys received in the office (over-the-counter and by mail) and prepare and make deposits as required by *The Guide to Judiciary Policy*.
- Respond to requests for information regarding criminal debt, and otherwise provide assistance to the public, judges and chambers staff, and members of the bar.

#### GENERAL DUTIES:

- Review filed documents for conformity with rules and regulations.
- 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.

*(General duties, cont.)*

- Open new cases in the court's electronic filing system (CM/ECF).
- Monitor assigned cases to ensure completion of required procedural steps.
- Manage progression of assigned cases to final disposition.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents.
- Verify and issue summons and other forms of process.
- Perform criminal docketing by applying the rules of the Speedy Trial Act. Analyze Speedy Trial reports and ensure that criminal proceedings are scheduled in a timely manner.
- Provide procedural or case information to the public, bar, and the court. Answer telephones.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Perform other duties as assigned.

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 mandatory background and security investigation.**

**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, with a wide-ranging constituency.
- Possess the ability to (1) maintain strict confidentiality with respect to duties and responsibilities; (2) work independently with little supervision yet be able to (3) interact cooperatively and professionally with other staff.
- Consistently perform all duties of the office in a professional and friendly manner in working with the public and court staff.
- Possess a working knowledge of many, if not all of the Microsoft Office 365 products, including Word, Excel and Outlook and be able to quickly learn new software systems, including, particularly, CM/ECF and CCAM/JIFMS.
- A professional appearance and demeanor are important.
- Reside within reasonable daily commuting distance of the United States Courthouse in Jackson, Mississippi.

## BENEFITS

The judiciary offers a generous benefits package which includes:

- 11 paid holidays
- Paid sick and annual leave
- Medical insurance options under the Federal Employees Health Benefits (FEHB) program (requires employee contribution)
- Life insurance benefits under the Federal Employees Group Life Insurance (FGLI) program (requires employee contribution)
- Retirement benefits, including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)

(Benefits, cont.)

- Supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- 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

Preference will be given to applications received by January 31, 2023. Qualified applicants should submit the following documents as a **single PDF file**.

- 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>.

Applications may be submitted via email (PREFERRED), hand delivery or mail, as follows:

via email (preferred) to:

[hr\\_manager@mssd.uscourts.gov](mailto:hr_manager@mssd.uscourts.gov)

(subject: Generalist Clerk – MSSD-2023-03)

**Please note:** When submitting via email, documents should be submitted as a single PDF document.

By mail or hand-delivery to:

Arthur Johnston, Clerk  
U.S. District Court, Southern District of Mississippi  
501 E. Court St., Suite 2.500  
Jackson, Mississippi 39201

**MARK ENVELOPE -- CONFIDENTIAL – Generalist Clerk MSSD-2023-03**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.