



## United States Court of Federal Claims

717 Madison Place NW  
Washington, DC 20005

### POSITION VACANCY

<b>Announcement Number:</b>	<b>CFC-2014-03-OPR</b>
<b>Position Title:</b>	<b>Intake Coordinator</b>
<b>Open Date:</b>	<b>May 07, 2014</b>
<b>Close Date:</b>	<b>June 06, 2014</b>
<b>Type of Appointment / Position:</b>	<b>Permanent</b>
<b>Grade / Salary Range:</b>	<b>CL-24 (\$37,762 - \$61,388) Promotion potential up to CL25</b>
<b>Duty Location:</b>	<b>Washington, DC</b> (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

#### **Position Overview and Representative Duties:**

The Intake Coordinator is a member of the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent performs a variety of duties, including receiving, scanning, filing and maintaining files for the court's operations. The incumbent provides assistance and support to customers filing documents, requesting copies of documents and responding to questions concerning records.

No relocation expenses will be paid.

#### **General Experience:**

- Accepts appropriate documents, informs customers of required fees, receive payments of fees.
- Answer and route incoming calls, prepare case files for tracking, assist the public in the use of computerized databases. Provide information to the public. Ensure data quality.
- Sort, classify, scan and file case records. Maintain the integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies/scan records for court personnel, attorneys, and others. Certify court documents. Create, scan and process new case files. Assign case numbers.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, and process mail. Process email received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents and assist with the maintenance of court files.
- Operate a variety of copy, scanning and records equipment.
- Ability to lift 35 pounds.
- Perform other related duties as assigned.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the

court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a “team” environment and to exhibit a professional manner at all times is essential.

### **Required Qualifications:**

To qualify at the CL 24 level: One year of specialized experience equivalent to work at CL-23.

Candidate must be a high school graduate or equivalent and must have at least four years of progressively responsible clerical or administrative experience.

### **Preferred Qualifications:**

Experience with legal documents such as documents found in law offices or other legal departments is preferred. Advanced skill in the use of computer applications, e.g., word processing, spreadsheet, desktop publishing is preferred. Education above the high school level may be substituted for required general experience; one academic year equals one year of general experience.

### **Benefits:**

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

### **How to Apply:**

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resume**
- **Form AO78 Federal Judiciary Application Form which can be found at: [www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf](http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf);**
- **Three (3) business/professional references with name, affiliation, and contact information;**
- **Salary History for prior three (3) years;**
- If a current Federal Civilian Employee - **your latest Personnel Evaluation and your latest SF-50;**
- If a current or recently discharged or retired military member - **your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214; and**
- **All documents must be in PDF format and are to be E-mailed. Zip files and faxes will not be accepted.**

Send the application package in an Adobe PDF format to: [uscfcjobs@ao.uscourts.gov](mailto:uscfcjobs@ao.uscourts.gov). Please include the Title and Job Announcement Number in the subject line.

### **What to Expect Next**

- The court will conduct an evaluation of each applicant’s qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

- This is an “Excepted Appointment” and an “At Will” position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.

**An Equal Opportunity Employer**