UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: **Operations Specialist**

LOCATION: **Des Moines, IA**

OPENING DATE: **Friday, March 1, 2013**

CLOSING DATE: **Friday, March 22, 2013**

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-25 ($37,941- $61,709) to CL-26 ($41,786 - $67,951); salary is based on experience and qualifications in accordance with the Court Personnel System.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Southern District of Iowa and reports to the Case Manager Supervisor. The Operations Specialist performs various operational and technical functions. The incumbent serves as a liaison between the bench and the bar for the Court's attorney programs and is responsible for the coordination, review, and processing of all attorney admission applications, renewal forms, and disciplinary matters. The incumbent will be the primary backup courtroom deputy, coordinate Central Violations Bureau (CVB) hearings and Naturalization ceremonies, and schedule interpreters.

DUTIES AND RESPONSIBILITIES

Manages all aspects of the attorney admissions program.

- Processes applications for admission and renewal of admission to the bar of the federal court. Reviews all applications for completeness, compliance with local rules, and disciplinary problems. Opens case(s), prepares and mails attorney suspension orders.
- Prepares, processes, and distributes certificates of admission, certificates of good standing, and continuing legal education (CLE) reports.
- Maintains computer databases and all related records and files.
- Serves as liaison between attorneys and the Court, providing assistance to attorneys and answering inquiries concerning attorney admissions and attorney programs.

Performs backup courtroom deputy duties, including: attending court sessions, conferences, jury trials, assisting with orderly flow of proceedings, setting up the courtroom, assuring presence of all necessary participants and managing exhibits, administering oaths to interpreters and witnesses, assisting jurors, maintaining exhibit lists, accepting filings in court and opening/closing court, and preparing judgments and form orders for the judge's approval.

Manages all Des Moines and Council Bluffs CVB hearings, including: scheduling, coordinating, magistrate judge record keeping, and in-court staffing.

Handles all administrative coordination of Naturalization ceremonies, including: staffing ceremonies, coordinating with outside agencies, and administering the oath to all candidates.

Manages storage and return of exhibits held by the court.

Manages all steps of the interpreter scheduling process.

Provides frontline customer service, answers telephones, and provides appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assists the public in the use of computerized records.

Performs cashier duties, including: receiving payments and issuing receipts, securing funds in cash register, balancing cash drawers at the end of the day, and processing credit card payments for filed documents.

Assists supervisors with various projects and special assignments.

Performs other duties as assigned, including but not limited to: case management duties, etc.

QUALIFICATIONS
The successful candidate must have at a minimum a high school diploma or the equivalent. Advanced education or training preferred. Candidate must have two years of specialized experience to include use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Candidate also must have excellent organizational skills, and a demonstrated ability to work in a team environment, to be effective in both oral and written communication, and to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

BENEFITS
Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT
Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court for the Southern District of Iowa are **at will** and can be terminated with or without cause at any time.

Commencing from the start date in this position, the selectee must complete a one year probationary period.

MISCELLANEOUS
The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa 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, any of which may occur without prior notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION
Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindi_decker@iasd.uscourts.gov

The United States District Court for the Southern District of Iowa is an Equal Opportunity Employer that values diversity in the workplace.