



UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: **Operations Specialist**

LOCATION: **Des Moines, IA**

OPENING DATE: **Friday, February 23**

CLOSING DATE: **Open Until Filled**

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-25/26 (\$48,319-\$86,476); salary is based on experience and qualifications in accordance with the Court Personnel System. More than one position may be hired from this posting.

OVERVIEW

The Operations Specialist is part of a team that maintains the official court records and provides support to the judges and court staff. The duties of the Operations Specialist are diverse and require the employee to be flexible and capable of performing many tasks.

Employees are eligible to participate in a rotating teleworking schedule after training and demonstrating they can complete their responsibilities independently (depending on the candidate, this level of training may take a year or more). Opportunities for local and national trainings for personal and professional growth and participation in wellness programs. Flexible work schedule, eligibility for salary increases, and paid parking.

DUTIES AND RESPONSIBILITIES

The duties include but are not limited to the following:

Maintaining the official court records. Making summary entries of events in Case Management/ Electronic Filing System (CM/ECF) reflecting the filing of pleadings, motions and orders. Performing quality control and reviewing data entered by court staff, parties and attorneys in CM/ECF for accuracy.

Preparing reports and presenting information to the Clerk of Court and judges.

Assisting court users with filing court documents and obtaining court records. Answering inquiries on case status and court procedures. Acting as a liaison between the public, attorneys and the court to ensure that justice is achieved in a prompt manner.

Accepting payment for restitution, fines and other court obligations.

Managing the attorney regulation process for attorneys seeking admission to the federal court.

Locating and coordinating court appointed attorneys and interpreters for indigent Defendants.

Assisting the court conduct hearings by serving as a courtroom deputy. Preparing court documents prior to the hearing. Managing the courtroom technology. Calling the hearings to order and assisting the court by preparing minutes/notes and filing documents at the conclusion of the hearing.

Organizing and assisting the court with Naturalization ceremonies.

Assisting with checking in jurors, processing jury questionnaires, answering juror's questions about jury service and summoning jurors for trials.

QUALIFICATIONS

The candidate must have two years of college and/or five years of legal experience. The person must possess excellent computer and problem-solving skills. Attention to detail and strong organizational skills is critical. The candidate must be able to work independently but also work in harmony with other team members while performing different roles. The candidate must have a positive attitude, deliver outstanding customer service and present a professional image for the court.

BENEFITS

Benefits include eleven 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, Thrift Savings Plan, Flexible Benefits Program, and Federal Judiciary Long Term Care Insurance Program 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.

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 cover letter which addresses qualifications, skills, and experience necessary to perform the duties, (2) a resume, and (3) most recent performance assessment. Email all documents as a single pdf to: applications@iasd.uscourts.gov. Only applicants selected for an interview will be notified.

The Court is an Equal Opportunity Employer