



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 15-01**

POSITION: Generalist/Electronic Court Recorder
Operator

OPENING DATE: January 12, 2015

CLOSING DATE: January 27, 2015

SALARY RANGE: CL 22-24 (\$28K - \$48K) *DOE
*Depending on experience

DUTY STATION: Hartford, CT
(with occasional travel to other locations in District)

Introduction

The Clerk's Office of the United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Generalist/Electronic Court Recorder Operator (ECRO) Clerk. The incumbent performs the following services:

Duties include, but are not limited to, the following:

- Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required.
- Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Create electronic log notes of proceedings, including participants involved in court proceedings.
- Prepare files for transcription.
- Receive and process CD/tape duplication and transcript production orders.
- Operate a variety of office equipment.
- Act as a receptionist and furnish information to a wide variety of people within and outside of the court. Other duties may include processing mail, archiving files, answering phone, and other duties as assigned.

Qualifications and Requirements:

Requirements for prospective candidates include high school graduate or equivalent and a minimum of one (1) to three (3) years of progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Knowledge of and skill in the use various office and computer equipment and applications, e.g. Word, Adobe Acrobat, and Excel; fast-paced environment requires incumbent to present a professional demeanor at all times; detail-oriented; and possess strong organizational

and communication skills. Knowledge of court operations and functions, and CM/ECF experience desirable, but not required. The successful candidate must have the ability to communicate information effectively, verbally and in writing, in a timely manner.

Education:

High school graduation or equivalent required. Education above high school level may be substituted for experience. Bachelor's degree is preferred.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration with computing leave accrual and retirement benefits.

How to Apply:

Submit resume, with cover letter and salary history, **by email only**, to:
Human Resources Department @ Email: HR_department@ctd.uscourts.gov

- Applicants selected for interviews will be tested. No phone calls please.
- Applicants must be U. S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check, and a six-month probationary period. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without

cause by the court.

The United States District Court is an Equal Opportunity Employer.