



## United States Court of Appeals for the Third Circuit

Date: **August 7, 2018**  
Position Title: **Records Management Clerk**  
Vacancy Number: **CO-08/18-01**  
Location: **Philadelphia, PA**  
Type of Appointment: **Full-Time or Part-Time, Temporary (six months)**  
Classification Level: **CL-22**  
Salary: **\$28,826 - \$36,063 based upon qualifications and experience**  
**(\$13.86 - \$17.34 per hour)**  
Closing Date: **August 20, 2018**

### Position Overview

This position is located in the Clerk's Office for the U.S. Court of Appeals for the Third Circuit. The Records Management Clerk will provide support in connection with a range of Clerk's Office tasks connected to records management.

### Representative Duties and Responsibilities

- Scanning documents to be uploaded to the Court's Electronic Filing system
- Performing quality control on scanned documents
- Downloading documents in electronic format and transferring to other media
- Assisting with pick up, opening, processing and distributing incoming mail, UPS, and FedEx shipments
- Copying, filing and organization of documents
- Assisting in other special projects

### Qualification Requirements

The applicant must be a high school graduate or equivalent. The position may require some lifting less than 50 lbs.

### Benefits

Eligible for federal employee health benefits based on number of hours worked; paid holidays; annual and sick leave.

### Conditions of Employment

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause. Employees will be hired provisionally pending the results of a fingerprint background check. Direct deposit of pay is required.

### Application Instructions

Submit cover letter, resume and references by email to [recordsclerk@ca3.uscourts.gov](mailto:recordsclerk@ca3.uscourts.gov). Only candidates selected for an interview will be notified. The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position without prior written or other notice. An extension of this temporary appointment or conversion to a permanent appointment may be offered without competition.

**The U.S. Court of Appeals is an Equal Opportunity Employer**