



UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

VACANCY ANNOUNCEMENT

Position Title:	Records Management Clerk
Vacancy Number:	C-25/02
Position Information:	Full-Time, Temporary (<i>one year and one day</i>) with possibility of becoming permanent.
Location:	Philadelphia, PA
Classification/Salary:	CL-22 (\$35,557 - \$57,769) – CL-23 (\$44,031 - \$71,583) <i>starting salary based on qualifications and experience.</i>
Opening Date:	September 8, 2025 (rev. October 14, 2025; previous applicants need not re-apply.)
Closing Date:	October 28, 2025

Position Overview

This position is located in the Clerk's Office for the U.S. Court of Appeals for the Third Circuit. The Clerk's Office supports the U.S. Court of Appeals for the Third Circuit, which includes Pennsylvania, New Jersey, Delaware, and the U.S. Virgin Islands. The Records Management Clerk will provide support in connection with a range of Clerk's Office tasks connected to records management. The Records Management Clerk also staffs and assists with the coordination of official court sessions requiring increased in-person presence.

Duties and Responsibilities

- Coordinating official court sessions as court crier including editing audio/video recordings
- Staffing the front counter to receive in-person filings and process payments
- Processing attorney admissions and payment vouchers for Court appointed counsel
- Scanning documents to be uploaded to the Court's Case Management/Electronic Case Filing system (CM/ECF)
- 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 and shipments
- Copying, filing and organizing documents
- Assisting in other special projects and performing other duties as assigned

Minimum Qualifications

The successful applicant must be a high school graduate (or equivalent). The position may require some lifting less than 50 lbs. To qualify at the CL-23 level, two years of general experience (progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire the particular knowledge and skills needed to perform the duties of the position) is also required. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Preferred Qualifications

The Court is seeking an applicant with initiative, a friendly and customer focused attitude, and excellent organizational, interpersonal, and communication skills. Prior clerical and/or customer service experience is preferred. Preference will be given to applicants with a bachelor's degree. Prior experience using case management and/or electronic case filing programs, audio/video editing programs, Adobe Acrobat, and Microsoft Office products such as, Word, Excel, Outlook, SharePoint and Teams, is a plus.

Benefits

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules, as well as:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days/year for the first 3 years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) (401-k equivalent)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Healthcare and Dependent care expenses)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

For more information on benefits, please visit <http://www.uscourts.gov/careers/benefits>.

Conditions of Employment

You must be a U.S. citizen or [eligible for employment in the United States](#). Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background check. Direct deposit of pay is required.

How to Apply

Applicants must submit the following in a **single PDF document via e-mail to:**
Clerk-Vacancy@ca3.uscourts.gov.

1. Cover letter detailing relevant experience
2. Resume
3. References
4. Completed [AO-78, Application for Judicial Branch Federal Employment](#) available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

The subject line of the email must include “C-25/02 Records Management Clerk” and your name.

The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a subsequent vacancy of the same or a substantially similar position becomes available within a reasonable time of this announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool. 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.