



## Vacancy Announcement

### UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

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Announcement Date: **May 11, 2023**  
Position Title: **Records Management Clerk**  
Vacancy Number: **CO 05/23**  
Location: **Philadelphia, PA**  
Type of Appointment: **Full-Time, Temporary** (*one year and one day*) with possibility of becoming permanent  
Classification Level: **CL-22 (\$33,081 - \$53,791)** based upon qualifications and experience.  
Closing Date: **Open until filled**

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#### 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. The employee also staffs and assists with the coordination of official court sessions requiring increased in-person presence. 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.

#### 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 with coordination of official court sessions
- 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

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

#### 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 by the Court. The appointment is provisional and contingent upon the satisfactory completion of a NCIC fingerprint background check. Direct deposit of pay required.

#### Application Instructions

Submit cover letter, résumé, references, and a completed AO-78, *Application for Federal Judicial*

*Branch Employment* (version dated 12/21) via email to [ca03\\_RecordsClerk@ca3.uscourts.gov](mailto:ca03_RecordsClerk@ca3.uscourts.gov)  
The application form (AO-78) is available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

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. 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**