

# TEMPORARY OPPORTUNITY

## Generalist Clerk (Part-Time) Pittsburgh, Pennsylvania CL 22, \$12.93/hr. - \$16.17/hr.



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

[www.pawb.uscourts.gov](http://www.pawb.uscourts.gov)

U.S. Steel Tower  
54th Floor  
600 Grant Street  
Pittsburgh, PA 15219

An Equal Opportunity  
Employer

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**Position:** Generalist Clerk (Part-Time, Temporary)

**Hourly Wage:** \$12.93 - \$16.17 (depending upon qualifications), CL 22

**Position Location:** Pittsburgh, PA

**Application Deadline:** Open until filled

**Available:** Immediately

### Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a part-time, temporary Generalist Clerk in our Pittsburgh office. This entry level position provides operational and administrative support to the Court by 1) operating video equipment; 2) accurately scanning and uploading documents; 3) providing limited clerical support to the Court, including processing mail; 4) assisting with inventory of property and receiving goods; and 5) performing other duties as assigned. The incumbent must be able to lift heavy objects. This part-time position of 20-30 hours per week is subject to funding and could become permanent.

### Requirements:

High school graduation or equivalent is required. An Associate's degree or one year of experience is a plus. Ability to learn and effectively use video equipment is vital. Exceptional skill in sorting, organizing, and filing is essential. Skills in using standard office equipment, personal computers, and data entry are required. The ability to lift heavy objects is required. The ability to work effectively as part of a team and to follow detailed instructions is required. The ability to communicate and interact effectively and appropriately is critical.

# Generalist Clerk (Part-Time, Temporary), Pittsburgh, Pennsylvania

## **Miscellaneous:**

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees. Appointment is provisional, and retention is contingent upon the successful completion of a background check and probationary period along with performance reviews.

## **How to Apply:**

Qualified candidates must electronically submit a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

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*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.*

*All appointments also subject to mandatory electronic funds transfer.*

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**Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided.**

**The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.**