



TEMPORARY OPPORTUNITY

**Generalist Clerk
Erie, Pennsylvania
Approximately \$4,100
(depending on qualifications)**

**U.S. Bankruptcy Court
for the
Western District of
Pennsylvania**

5414 U.S. Steel Tower
600 Grant Street
Pittsburgh, PA 15219

www.pawb.uscourts.gov

Position: Generalist Clerk (June 1, 2023 through June 30, 2023, subject to funding)
Monthly Pay: Approximately \$4,100, CL 24 (depending on qualifications)
Position Location: Erie, PA
Application Deadline: Open until filled

Position Summary:

The Generalist Clerk position is temporary, subject to funding, and projected to be for the month of June 2023. This position is located in the Erie office of the U.S. Bankruptcy Court and may require travel to our Pittsburgh, PA office. The Generalist Clerk performs various functions and is responsible for providing operational and administrative support to the Court. The Generalist Clerk may scan and upload documents using computer hardware and software designed for this purpose. The Generalist Clerk may also provide limited clerical and administrative support to the Clerk's Office, including, but not limited to copying and retrieving files, processing mail, and limited docketing on CM/ECF. The Generalist Clerk performs other duties as assigned.

Minimum Qualifications:

To qualify for the position, an individual must have a high school diploma or equivalent and one year of specialized experience. Generalist Clerks must also be self-motivated, possess strong interpersonal and communications skills, and be willing to take on new duties as they are assigned with a positive and creative attitude.

Miscellaneous:

Employees of the Court serve under an "Excepted Service" appointment and are considered "At-Will" employees. All appointments are subject to an FBI Fingerprint Background Check, with periodic reinvestigation, if applicable. Appointment is provisional, and retention is contingent upon the successful completion of performance reviews. All applicants must be a U.S. citizen or be eligible to work in the United States. All appointments are subject to mandatory electronic funds transfer. The U.S Bankruptcy Court is An Equal Opportunity Employer.

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>.