



UNITED STATES OF AMERICA
JUDICIAL PANEL ON MULTIDISTRICT LITIGATION
ONE COLUMBUS CIRCLE, NE
RM. G-255, NORTH LOBBY
WASHINGTON, D.C. 20544
Website www.jpml.uscourts.gov

VACANCY ANNOUNCEMENT

Position: Administrative Support Clerk (Temporary)
Vacancy Announcement Number: 23-03 JPML-ASC
Location: Washington, District of Columbia
Salary Range: CL-23 (\$42,484 - \$69,035)
Date Posted: July 17, 2023
Closing Date: July 31, 2023

Position Overview

This position is located in the Clerk's Office of the United States Judicial Panel on Multidistrict Litigation. The Scanning Clerk is a temporary position that reports to the Operations Supervisor. The incumbent performs various functions including sorting, scanning, and the quality control of a large volume of archived records. This work is performed in accordance with approved internal controls, procedures, and rules. This position is not to exceed 90 days but subject to extension.

The Panel is a statutory national court under federal jurisdiction and is governed principally by 28 U.S.C. § 1407. It was created by Congress in 1968. The statute provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The statute gives the Panel the authority to "centralize" related actions pending in different districts by ordering the transfer of all such actions into a single district for pretrial management. The Panel is headquartered in Washington, D.C.

Representative Duties

Duties to be performed include, but are not limited to the following:

- Move boxes and unpack archived files – including removing original document packaging.
- Ensure that prior to scanning that all paper clips, staples, tape, and loose hanging tape are removed from the documents.
- Sort, classify, and scan appropriate documents into pdf format from paper case files to a designated electronic file system.
- Ensure that file naming convention is accurate and consistent.
- Quality-check all scanned documents to ensure each has been correctly uploaded and numerically organized into the designated electronic location.
- Provide regular verbal feedback regarding scanning status and direct any questions or concerns to the Operations Supervisor.
- Repack files while maintaining the original numerical order format and packaging requirements.

- Perform other duties such as data entry as assigned.

Required Qualifications

- Candidate must be a high school graduate.
- Familiarity of and compliance with the *Code of Conduct for Judiciary Employees* and court confidentiality requirements.
- One-year specialized experience equivalent to work at CL-23. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Preferred Experience

- Ability to type 50 WPM. Basic knowledge of Windows File Explorer, Adobe and Microsoft Word. Prior court experience desirable.

Pay System and Benefits

The Judicial Panel on Multidistrict Litigation falls within the Judicial Branch of the U.S. Government. Panel employees are “Excepted Service Appointments”. Excepted Service Appointments are “At-Will” and can be terminated with or without cause by the Panel at any time. Federal Government Civil Service classifications or regulations do not apply. Panel employees are subject to mandatory Electronic Funds Transfer (EFT) for payroll deposit.

Background Check:

All new JPML employees will be required to complete an FBI fingerprint-based national criminal database and records check and pass a public trust suitability check. Employees must adhere to the Code of Conduct for Judicial Employees, which is available upon request.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Panel does not pay travel expenses for interviews. The Panel reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

How to Apply

Send all attachments in one email message. All attachments must be in Adobe Acrobat (.pdf) format. Applications must be received by: July 31, 2023.

Email address: *JPML-Clerk@jpml.uscourts.gov*

Subject Line: 23-03 JPML-ASC

Attachments: (1) Cover letter addressing particular skills and experience; with an explanation of how those skills and experience may contribute to the organization, (2) Resume, (3) Contact information for three professional references, and (4) Completed “Application for the Judicial Branch Employment” ([AO 78](#)) including the Optional Background Information section on page 5.

The cover letter must be no longer than three pages. Your application should include all required documents as one complete PDF attachment.

Questions may be addressed to Glenda Magruder, Administrative Officer, at (202) 502-2800.

The Federal Courts practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

THE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.