



## United States Court of Federal Claims

717 Madison Place NW  
Washington, DC 20439

### POSITION VACANCY

<b>Announcement Number:</b>	<b>CFC-2018-13-OPR</b>
<b>Position Title:</b>	<b>Records Specialist</b>
<b>Open Date:</b>	<b>09/05/2018</b>
<b>Close Date:</b>	<b>09/28/2018</b>
<b>Type of Appointment / Position:</b>	<b>Permanent</b>
<b>Grade/Salary Range:</b>	<b>CL-27 (\$54,404 – \$88,485)</b>
<b>Duty Location:</b>	<b>Washington, DC</b> (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

### Position Overview and Representative Duties

The United States Court of Federal Claims is seeking to fill a Records Specialist position within the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The Records Specialist is responsible for overseeing the court's intake process as well as all aspects of records management activities, including serving as the liaison among the court, the Administrative Office, the Federal Records Center, and National Archives to ensure that court records are maintained according to official procedures and are readily accessible when requested. The incumbent prepares training manuals and provides training to staff as needed and manages case dockets from case opening to final disposition.

No relocation expenses will be paid.

### General Experience

- Manage case dockets by monitoring and filing documents; setting and noticing dates and times for hearings, trials, and conferences; accurately calculating election and other statutory filing deadlines.
- Responsible for the management, protection, and preservation of confidential and historically significant material.
- Serve as the records custodian. Responsible for the care, security, timely transfer, and disposal of court records, including exhibits, transcripts, and electronic records such as electronic case files, digital audio recordings, CDs, DVDs, or other portable devices.
- Review and analyze all case related reports, communications and statistics to keep staff apprised of case status.
- Coordinate quality control activities of intake coordinators. Coordinate and provide training on quality control functions. Maintain data integrity by running and analyzing reports to identify specific types and categories of errors. Develop and implement error-specific training plans.
- Develop training and procedural manuals for intake processing and records management. Provide necessary CM/ECF training and conduct information meetings for judges, chambers staff, clerk's office staff, attorneys, and staff of court-related agencies. Develop, maintain, and update information made available to all users through the internal and external web sites.
- Analyze and evaluate the procedures and tools that are used by staff in the management of cases. Recommend improvement in processes and changes designed to improve overall quality, quantity, and

- efficiency of the intake process.
- Coordinate and implement new functionality to the CM/ECF system. Coordinate and participate in testing of new operational procedures and/or major system enhancements.
  - Maintain the integrity of the filing system by monitoring proper access to records and maintaining the timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents, and create and process new case files.
  - Manage the case closing process, including the prompt unsealing of court records consistent with court policy.
  - Manage and maintain court records in accordance with Judiciary record retention policies.
  - Serve as liaison among the court, the Administrative Office, the Federal Records Center, and National Archives to ensure court records are maintained according to official records management procedures.
  - Other duties as assigned.

Other duties as assigned. The successful candidate must be a self-starter as well as detail-oriented. The candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with clients within and outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

### **Qualifications:**

**To qualify at the CL 27 level:** Two years of specialized experience, including at least one year equivalent to work at the CL-26 level.

### **Preferred Qualifications:**

The Court prefers the candidate to have a Bachelor's degree from an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Records Specialist may be substituted for the degree requirement.

### **Benefits:**

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

### **How to Apply:**

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: [www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf](http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf);
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

**All documents must be combined in a single PDF file and e-mailed to [uscfcjobs@cfc.uscourts.gov](mailto:uscfcjobs@cfc.uscourts.gov). Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.**

**What to Expect Next**

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.