



## United States Court of Federal Claims

717 Madison Place NW  
Washington, DC 20005

### POSITION VACANCY

<b>Announcement Number:</b>	<b>CFC-2024-03-OPR</b>
<b>Position Title:</b>	<b>Intake Coordinator</b>
<b>Open Date:</b>	<b>January 15, 2024</b>
<b>Close Date:</b>	<b>Open Until Filled</b>
<b>Type of Appointment / Position:</b>	<b>Permanent</b>
<b>Grade / Salary Range:</b>	<b>CL-24 (\$49,523 - \$80,546)</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 an Intake Coordinator position within the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The Intake Coordinator performs a variety of duties, including receiving, scanning, filing and maintaining files for the court's operations. The Intake Coordinator provides assistance and support to customers filing documents, requesting copies of documents and responding to questions concerning records.

No relocation expenses will be paid.

### **General Experience:**

- Accepts appropriate documents, informs customers of required fees, receive payments of fees.
- Answer and route incoming calls, prepare case files for tracking, assist the public in the use of computerized databases. Provide information to the public. Ensure data quality.
- Sort, classify, scan and file case records. Maintain the integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies/scan records for court personnel, attorneys, and others. Certify court documents. Create, scan and process new case files. Assign case numbers.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, and process mail. Process email received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents and assist with the maintenance of court files.
- Operate a variety of copy, scanning and records equipment.
- Ability to lift 35 pounds.
- Perform other related duties as assigned.

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

## **Required Qualifications:**

To qualify at the CL 24 level: Two years of specialized experience.

### **Specialized Experience:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

## **Preferred Qualifications:**

Experience with legal documents such as documents found in law offices or other legal departments is preferred. Advanced skill in the use of computer applications, e.g., word processing, spreadsheet, desktop publishing is preferred. Education above the high school level may be substituted for required general experience; one academic year equals one year of general experience.

## **Benefits:**

- 11 paid holidays, 13-26 days paid annual leave (increases with service), 13 days paid sick leave annually
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service
- Participation in the Federal Employees Retirement System (FERS). Optional participation in the Thrift Savings Plan (up to 5% employer matched contributions).
- Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), and the Flexible Benefits Program
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP)
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program

## **How to Apply:**

To apply for this position, you must combine ALL documents listed below into a single PDF file and email 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.

- **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.**

### **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 will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.