



**NOTICE OF POSITION VACANCY  
FILING/GENERALIST DEPUTY CLERK  
CASPER, WYOMING**

Job Announcement 2005-02

PART TIME TEMPORARY POSITION - 20 Hours Weekly One year and one day

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**SALARY RANGE: CL22/01 - CL22/61 (Position has potential for promotion up to CL 23)  
\$11,023.00 - 17,927.00\***

**CLOSING DATE: August 1, 2005**

The Clerk of Court Office in Casper, Wyoming is currently accepting applications for a Generalist Deputy Clerk. The successful applicant will be responsible for the following duties:

**Occupational Information:**

**General Duties:**

Answers telephones, screens and routes callers  
Reviews and processes incoming documents  
Accepts fees and issues receipts  
Sorts, classifies, images and files case records Copying documents for court  
personnel, attorneys and general public.  
**Performs any other duties assigned.**

**Qualifications:**

High school graduate or GED  
Computer and word-processing experience  
Excellent verbal and written communication skills  
Self-starter with initiative  
Must be able to work well with judges, the public and co-workers

**OTHER INFORMATION:**

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Court serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits : all benefits federal employees are entitled including 11 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

**\*Salary commensurate with qualifications and promotional opportunities**

To Apply:

Submit a detailed resume of education, work experience, and salary history, together with a cover letter in sealed envelope marked **CONFIDENTIAL**, to:

Clerk, U.S. District Court  
District of Wyoming  
2120 Capitol Avenue, Room 2141  
Cheyenne, WY 82001

**\*\*\* EQUAL OPPORTUNITY EMPLOYER \*\*\***