

UNITED STATES COURT OF VETERANS APPEALS
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 20-07
Issuing Date: 02/12/20
Closing Date: 02/26/20

Position: Mailroom Clerk
Court Schedule: CS-07 (equivalent GS-07, salary range including 2020 Washington-Baltimore Locality Pay is \$48,670-63,267).

Note: Applicants applying for a 5 or 10-point preference must submit proof of their eligibility, along with their application, for the preference to be considered.

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are excepted service.

Area of Consideration: Area Wide

Key Requirements

- **You must be a U.S. Citizen.**
- **Submit application and resume by 11:59 PM EST on the closing date.**
- **Provide all required documents by closing date.**
- **Direct Deposit is required.**

Duties and Responsibilities: The Mailroom Clerk, upon receipt of correspondence/court pleadings through U.S. Postal Service, facsimile, or email, scans all mail into the Court's electronic folders; as the correspondence/court pleadings are scanned the Mailroom Clerk identifies the pleading by its case/docket number and places the correspondence/pleadings into the correct electronic file; receives, routes, and distributes incoming and outgoing mail and packages to various department and chambers; processes outgoing mail by weighing each envelope and affixes the appropriate postage; collects and maintains log of checks received over the counter and in the mail and brings checks to the Budget Office; retrieves closed files and records from the Federal Records Center; maintains mailroom and records storage equipment, and handles special packaging; maintains stock of duplicating equipment, such as toners, paper, staples, etc. Prepares requisitions when supplies are needed to be replenished including funds for the postage meter; assures that machines are supplied with paper and needed resources; performs minor maintenance on duplicating equipment, such as lubrication and cleaning; corrects minor malfunctions, such as paper jams; notifies Chief Deputy if professional repairs or service is required on machinery; duplicates documents for the public and other agencies; performs other duties as assigned. Some moderate to heavy lifting required.

Qualification Requirements: To qualify for the position of Mailroom Clerk, grade CS 7, an applicant must be a high school graduate, or the equivalent, and must have the following experience.

CS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
7	2	1	3

Note: One year of the required experience (specialized, if that is required at the grade level) must have been at, or equivalent to, the next lower grade in the federal service.

General Experience: Responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone and computer usage, typing, record keeping, sorting and distributing mail and mail classes. Sales, stockroom, office machine operation, and similar types of experience are not creditable, unless the experience involved, as a regular and routine part of the job, the use of clerical practices outlined above.

Specialized Experience: Progressively responsible clerical or administrative experience which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in courts, law firms, legal counsel offices,

banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations, etc.

Instructions for Applying:

You may apply by submitting the following required documentation:

- A resume from the USA Jobs Resume builder, or other written application containing all information requested in the USA Jobs Resume builder.
- OF-306 (Declaration for Federal Employment). A copy of the (OF- 306), is available at www.uscourts.cavc.gov under [Employment](#).
- If applicable, Veterans' Preference documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.). Notification of Personnel Action (SF-50)- All applicants outside of USCAVC must submit a copy of your latest SF-50 to verify current or former Federal employment status.

Submit your application packet to:

Clever Parran

Employment@usCourts.cavc.gov

Please include the vacancy announcement number in the subject line. To be considered, you must submit a complete application package by 11:59 EST on the day the announcement closes.

NOTE: Newly-appointed employees will be subject to a one-year probationary period.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. Applicants will receive consideration without regard to race, color, age, sex (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.