CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
VACANCY ANNOUNCEMENT - NO. 26-08

Position:	Intake Clerk
Location:	Covington, Kentucky
Salary Range:	Starting grade is CL24 (starting at $46,560 to $58,207) with promotion potential to CL25 based on performance Starting salary usually in the low to middle portion of the range provided, depending on qualifications and experience
Opening Date:	October 19, 2026
Closing Date:	Open Until filled Preference given to applications received before October 31, 2026

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting resumes for the position of Intake Clerk in Covington, Kentucky.

Position Overview:
Intake Clerks perform a variety of duties including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. The Intake Clerk will perform customer service and cashier duties, provide procedural information, and collect court fees as well as performing initial case docketing.

Representative Duties:
The Intake Clerk performs various functions and is responsible for assisting in maintaining and processing case information. Among other duties, an Intake Clerk may be expected to:

- Respond to requests from the public at the Clerk's Office intake counter; receive, stamp, and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Ensure assignment of case numbers; prepare and enter case information in automated systems; route documents appropriately after acceptance; docket initial case opening events; sort, classify, and file case records.
- Maintain integrity of the filing system by monitoring proper access to records and maintaining 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; verify attorneys' authority to practice before the court.

- Inform customers of required fees, receive and process payments, and issue receipts; secure funds and balance cash drawer at the end of the day; process checks and credit card payments.
- Operate a variety of office equipment; answer and route incoming calls; assist the public in the use of computerized databases; research and resolve customer issues; provide basic information to the public, bar, and the court.
- Perform all other duties as assigned.

Minimum Qualifications
A high school diploma or equivalent is required along with two years of general clerical or administrative experience and one year of specialized work experience in the government or private sector which provided a thorough understanding of office administrative procedures, automated records-keeping systems, and organization of a high volume of paper/workflow. A bachelor's degree in a related field may be substituted for general work experience. Applicants should have general computer skills including a working knowledge of Windows and Adobe Acrobat. Applicants must also have a demonstrated ability to apply a body of rules, regulations, directives, or laws with accuracy. In addition, applicants must display a pleasant attitude and work well with others; be mature, responsible, reliable, discreet, and organized; have the ability to take initiative and the flexibility to work in a team-based environment where attention to detail and procedure are critical; be able to communicate effectively, both orally and in writing, with various audiences; and possess the ability to analyze problems and employ knowledge, skills, and abilities in the resolution of problems.

Benefits
For more information on benefits available to you as an employee of the Federal Judiciary, please review the extensive benefits section of the United States Courts website at https://www.uscourts.gov/careers/benefits

Conditions of Employment
The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

Application Procedures and Additional Information

To apply, please submit a cover letter, resume, contact information for three references, and salary history to covingtonvacancy@kyed.uscourts.gov.

This documentation should be consolidated into a single electronic file in pdf format and attached to the email. **INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN A SINGLE PDF FILE MAY NOT BE CONSIDERED.**

The court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. More than one position may be filled from this announcement. Travel to interview and relocation expenses will not be reimbursed.

Only applicants selected for interview will be contacted. No phone calls please.