UNITED STATES DISTRICT COURT

District of Maine
Position Vacancy Announcement

POSITION TITLE:	**Deputy Clerk/Generalist**
POSITION TYPE:	Permanent, Full-Time*
LOCATION:	U.S. District Court, Bangor, Maine
SALARY RANGE:	CL 25 ($49,361 - $80,265) with potential to promotion to CL 26 ($54,372 - $88,366) when determined qualified and budget permitting and without further competition
OPENING DATE:	October 27, 2026
CLOSING DATE:	Open until filled.

***The position could also be filled on a part-time basis if necessary. Applicants interested in less than full-time employment should indicate so in their cover letter.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

POSITION OVERVIEW:

The United States District Court Clerk's Office is seeking an entry-level Deputy Clerk/Generalist position in Bangor, Maine. The ideal candidate is well-organized and detail-oriented with exceptional interpersonal skills and a desire to work with and serve the public.

POSITION DUTIES AND RESPONSIBILITES:

The Generalist Clerk performs many general functions for the Clerk's Office and the Court and is responsible for processing case information and papers during the initial filing of court documents in accordance with procedures and rules. This position will include customer service by providing court information to the public via telephone and in person, including answers to Case Management/Electronic Case Files ("CM/ECF") help desk related questions. The Generalist Clerk assists with the reproduction of court documents. This position entails receiving and reviewing incoming court documents in compliance with federal and local court rules. The Generalist Clerk is responsible for processing incoming mail, routing court documents to the proper offices, and entering court documents and proceedings into the electronic docket system. A Generalist Clerk will perform operational duties, including courtroom deputy duties, as needed, as well as other duties as assigned.

QUALIFICATIONS:

Required:

Education: High School Diploma and at least one year of specialized experience equivalent to work at CL-24 level.

Specialized Experience Definition:

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, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Experience demonstrative of being highly organized and capable of handling multiple tasks and time demands. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Court Preferred:

- College degree from an accredited institution.
- Strong interpersonal, verbal and written communication skills.
- Strong computer skills, including proficiency in Word, Outlook, Teams and Zoom.
- Excellent organizational skills and attention to detail.

COMPENSATION:

Compensation and classification level will be set based on the work experience,

qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Opportunities to telework in accordance with local court policy.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a 10-year FBI background check (including references, criminal history, and credit history) as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer 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 may occur without prior written or other notice.

HOW TO APPLY:

To be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary

history);

- Contact list of three professional references;
- AO78 - Judicial Employment Application and
- Cover letter, that also includes a written response to the following single Pre-Interview Question:

Describe what motivates you to put forth your greatest effort at work.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with "Deputy Clerk/Generalist" in the subject line.

This position will remain open until filled.

The U. S. District Court is an Equal Opportunity Employer