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United States District Court District of Rhode Island

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Vacancy Announcement

Administrative Support Clerk

Announcement #: 25-02

Date Opened: December 19, 2025

Closing Date: Open Until Filled

Location: U.S. District Court, One Exchange Terrace, Providence, RI 02903

Salary Range: CL24 (\$50,127-\$62,664)
Starting salary is commensurate with work experience, education, prior/present pay history and previous federal court experience.

Position Overview

This position supports various administrative areas of the Court. Incumbent serves as the primary Mail Clerk and Disposal Officer and manages the interns program. The incumbent also assists with event planning, employee training, naturalization ceremonies, and victim records. Incumbent reports to the Administrative Manager.

Representative Duties

- Acts as primary Mail Clerk: receives, sorts, and distributes mail; endorses and logs checks received via mail; process and meters outgoing mail; monitors daily postage meter balance; deliver outgoing mail to the U.S. Postal Service.
- Assists with the coordination of Heritage Days celebrations and events.
- Enters party/payee data from criminal judgments into the Court's financial management system; assists with obtaining accurate contact information for victims.
- Acts as Disposal Officer: advertises excess property and coordinates appropriate methods of property removal, including recycling.
- Coordinates with HR Team, IT Team, chambers staff, and U.S. Marshal Service to ensure interns are onboarded properly by collecting and maintaining required volunteer forms, ensuring they are properly fingerprinted for criminal background checks, and issuing building access cards; Coordinates intern orientation and training programs, including interns from outside agencies.
- Coordinates with HR Team to ensure that new employees are properly fingerprinted for criminal background checks and coordinates issuance of building access cards.

- Assists with coordinating employee training and events by preparing and distributing announcements and invitations, monitoring registration, and maintaining final attendance lists.
- Assists with Naturalization ceremonies.
- Provides administrative assistance to managers and other staff, as required.
- Other duties as assigned.

SELECTION CRITERIA

The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; the candidate should present a poised, professional appearance and demeanor at all times. This position requires exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity, as well as superb organizational, people and time-management skills with the ability to manage many changing priorities and demands at the same time.

QUALIFICATIONS

The successful candidate must have at a minimum a high school diploma or the equivalent. Candidate must possess excellent skills in the use of automation systems, including knowledge and proficiency in Microsoft Office. Candidate also must have excellent organizational skills, and a demonstrated ability to work in a team environment, to be effective in both oral and written communication, and to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

ADDITIONAL INFORMATION:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- This is an in-person position Monday to Friday 8:30 am to 5:00 pm.
- 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 background investigation (including references, criminal history, and credit history) as a condition of employment. This is a “high sensitive” position. The person selected for this position will also be required to submit fingerprints for an FBI background check.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- To review our benefits package visit [New Employee Information | District of Rhode Island | United States District Court](#)

HOW TO APPLY:

Qualified applicants should submit an original:

- Letter of interest
- Detailed resume
- Completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>);

Email* **your application materials** to:

U.S. District Court
Attn: Human Resources, #25-02
One Exchange Terrace
Providence, RI 02903-1779
HR@rid.uscourts.gov

*Please include "Administrative Support Clerk 25-02" in the subject line of your email. *All documents should be in Adobe PDF format.*

Only applicants who are selected for interviews will be contacted by the Court. 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.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

