



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

NOTICE OF CAREER OPPORTUNITY

**Vacancy Announcement PNS 2020-01
Revised 3/30/2020**



- Position Title:** Bankruptcy Generalist Clerk
- Salary Range:** CL-24 \$38,298 - \$62,300
(with promotion potential to Case Administrator CL-25 \$42,302 – \$68,808)
- Position Location:** Pensacola, Florida
- Opening Date:** February 12, 2020
- Application Deadline:** Open until filled

Join the United States Bankruptcy Court's team of energetic and career-minded professionals! The Office of the Clerk is seeking a self-motivated individual, with a strong work ethic and excellent interpersonal, automation and analytical skills, to launch or continue a career in public service. The ideal candidate would be a dependable and independent worker who possesses excellent time management skills and can perform a variety of job duties and responsibilities with the ability to stay focused. This important position offers training opportunities and the potential for advancement.

Before you get started: Carefully read all the content within this announcement and follow all directions. Incomplete application packets will not be considered.

Position Overview:

The Bankruptcy Generalist Clerk performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The incumbent receives and reviews incoming court documents for conformity with federal and local rules and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. The Bankruptcy Generalist Clerk also opens and closes cases, ensuring that all necessary orders are entered, and proceedings are completed accurately.

Responsibilities:

- Perform intake window and cashier functions.
- Provide help desk phone support.
- Maintain filing system integrity by monitoring access to records and timely and accurately filing documents.
- Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents. Create and process new case files. Ensure data quality.
- Open and close cases in the case management system based on required documents and/or entries.
- Assist with entry of various other case documents on the docket.
- Perform attorney registration functions to create accounts in the case management system (CM/ECF).
- Check for prior or prohibited filings. Verify attorney's authority to practice within the district.
- Operate a variety of copying, scanning, and records equipment. Answer and route incoming calls.

Assist the public in the use of the court's case management system (CM/ECF). Provide basic information to public, bar, and the court.

- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.
- Receive and stamp incoming documents. Maintain court files.
- Assist with simple IT related office problems, such as printing and scanning issues, video conferencing, and client network connectivity.
- Perform other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent.
- At least two years of progressively responsible clerical or administrative experience.
- Possess the ability to meet and communicate effectively with a variety of people and have experience providing customer service to a variety of people in a public environment.
- Experience with automated systems and office equipment such as computers, scanners, fax machines and multi-line phones.
- Possess the ability to work harmoniously and effectively in a team-based environment.
- Basic understanding of IT desktop support in a Windows environment.
- Excellent organizational and interpersonal skills; a professional demeanor and appearance are always required.
- Ability to effectively interface with all levels of management.
- Ability to communicate effectively orally and in writing.
- Ability to organize work and manage multiple tasks simultaneously.
- Familiar with Microsoft Office 365 (Word, Excel, PowerPoint).

Desirable Qualifications:

A college degree from an accredited educational institution is preferred. Appropriate education above the high school level may be substituted for experience at the discretion of the Clerk. Federal Court or Federal Bankruptcy court experience, including familiarity with court operations and a working knowledge of the Bankruptcy Code and Rules is also preferred. Working knowledge of IT services and software such as video teleconferencing, digital court recording, and Case Management/Electronic Case Files (CM/ECF) is highly desirable.

Benefits:

A generous benefits package is available which includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees' Retirement System (FERS)
- Thrift Savings Plan (similar to a 401K plan) including a ROTH option
- Health benefits under the Federal Employees' Benefits Program (FEHB)
- Life Insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance (through the Federal Judiciary or the Office of Personnel Management)

Miscellaneous:

- U.S. citizenship required.
- The selected candidate will be subject to a background investigation and FBI fingerprint check as a condition of employment. Appointment will be made conditional to an acceptable background investigation report.

- Employees of the U.S. Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees.
- All employees are subject to mandatory electronic payroll deposit.
- Applicants selected for interviews must travel at their own expense. Due to the expected high volume of applicants for this position, the Clerk’s Office will contact only those qualified applicants who will be invited for an interview.

Application Requirements:

Qualified applicants must submit the following documents via mail or email:

- Letter of interest re Announcement PNS 2020-01
- Current resume detailing years of pertinent experience, dates of employment, and salary history.
- One-page narrative essay describing work experience that demonstrates your work ethic, aptitude, or personal drive for excellence.
- Completed AO-78, Application for Federal Employment. Do not send the form itself, but send a scanned or otherwise flattened copy of it to ensure the data you input is not lost in the email process (See <http://www.flnb.uscourts.gov/sites/default/files/forms/ao78.pdf>).

Email To: Flnb_response@flnb.uscourts.gov

Subject Line Must Contain: **Announcement PNS 2020-01**

First review of applications will be on April 21, 2020. To receive first consideration the application packet must be received by close of business on April 20, 2020. The position is open until filled.

***Note that receipt confirmation **will not be provided** regarding emailed application packets. ***