

United States Bankruptcy Court Western District of Louisiana Vacancy Announcement



Position Title: **Generalist Clerk**
Salary Range: **CL-23: \$30,493 - \$49,553**
(based on experience and qualifications)
Position Location: **Alexandria, LA**
Opening Date: **March 30, 2009**
Closing Date: **Open Until Filled**

The United States Bankruptcy Court, for the Western District of Louisiana, is seeking a full-time, temporary-indefinite, Generalist Clerk. The initial appointment will be for a year and a day and, dependent upon funding, may be extended. This position is eligible for benefits.

Description

The Generalist Clerk will work within a team-based environment and provide support to the court services and case initiation functions. Specific duties include: receiving and quality control of documents for compliance with Local Rules and the Bankruptcy Code; imaging court documents; answering questions from the general public, members of the bar, debtors, creditors and trustees; making summary entries of documents and proceedings; opening and closing cases; preparing and transmitting notices; processing documents; collecting and balancing monies paid to the court; operating office equipment; regulating the movement of cases; and setting dates and times for hearings, trials and conferences.

Qualifications

To qualify for the position of Generalist Clerk, at the CL 23 level, an applicant must be a high school graduate or equivalent and possess a minimum of two (2) years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Applicants must have the ability to professionally represent the court in communications with attorneys, trustees, debtors and the public, and be able to answer procedural questions without providing legal advice. Applicants must be able to plan, organize, prioritize and handle a large volume of work, in a team environment. Computer skills, including proficiency in WordPerfect and Lotus Notes, along with experience in the use of a multi-line telephone system is beneficial.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate will be subject to a background investigation, which will include criminal history and FBI fingerprinting. Appointment will be provisional, contingent upon the results of the background check.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the Judicial Code of Conduct. Court employees are under "Excepted Appointments" and are considered "at will". Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to basically the same benefits as other federal government employees.

This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Benefits

The United States Bankruptcy Court offers a generous benefits package:

Annual Leave
Sick Leave
Ten (10) Paid Holidays
Health Benefits
Life Insurance
Retirement
Thrift Savings Plan
Long Term Disability Plan Options
Long Term Care Options
Flexible Spending Plans for Health Care & Dependent Care Reimbursement

Application Procedures and Information

To apply for this position, qualified persons should complete an Application for Judicial Branch Federal Employment (AO 78). The application is available at <http://www.lawb.uscourts.gov> or by sending a self-addressed stamped envelope to the United States Bankruptcy Court, Personnel Office, at the address indicated below.

Completed applications should be submitted, via mail, to the following address:

U.S. Bankruptcy Court
Western District of Louisiana
Attention: PERSONNEL
300 Jackson St., Suite 116
Alexandria, LA 71301

Only candidates selected for an interview will be contacted.
Candidates selected for interviews must travel at their own expense.
The court reserves the right to modify the conditions of this job announcement.

Equal Opportunity Employer