

United States Bankruptcy Court Western District of Louisiana Vacancy Announcement # 2014-01



Position Title: Court Services Generalist
Type: Part-time position * (Permanent Appointment)
Hours: (65) hours biweekly
Starting Salary/Range: \$12.16 - \$19.77 per hour (CL-22) **
(Based on experience and qualifications)
Location: Alexandria, LA
Opening Date: May 19, 2014
Closing Date: June 2, 2014

**This position may be converted to a full-time position without further posting.
**Promotion potential up to CL 23 without further competition.*

This is a part-time entry level position located in the Alexandria Divisional Office of the United States Bankruptcy Court for the Western District of Louisiana. The Court Services Generalist Clerk is primarily responsible for providing basic clerical assistance and general support to the case opening function of the court. This position is eligible for benefits.

Description

The Court Services 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 performing quality control of documents; answering and routing phone calls; imaging court documents; answering routine questions from the general public, members of the bar, debtors, creditors and trustees; making summary entries of documents and proceedings on the electronic case management system; preparing and transmitting notices; processing documents; sorting and routing mail, operating office equipment, and performing other duties as assigned.

Qualifications

To qualify for the position of Court Services Generalist Clerk an applicant must be a high school graduate or equivalent. General clerical experience and/or college education is preferred. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

The job requires the ability to handle multiple tasks and the ability to cope with distractions. Candidates must have excellent communication and interpersonal skills. Candidates must be able to plan, organize, prioritize and handle a large volume of work in a team environment. Computer skills, including proficiency in Microsoft Word, along with experience in the use of a multi-line telephone system is beneficial.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. Applicant must be at least 18 years of age or older. As a condition of employment, the selected candidate will be subject to a background investigation including 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, which is available upon request. Court employees are not civil service and are considered to be "at will." Federal Civil Service classifications or regulations do not apply.

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

Qualified persons interested in the position need to complete an applicant's package which includes:

- (1) A cover letter,
- (2) A current/detailed resume which includes a list of three professional references, and
- (3) A completed Application for Judicial Branch Federal Employment (AO 78) which is available at: <http://www.lawb.uscourts.gov/employment> .

Please mail your complete application package to the following address:

Confidential: Human Resources #2014-01
U.S. Bankruptcy Court
Western District of Louisiana
300 Fannin Street St., Suite 2201
Shreveport, LA 71101

Multiple vacancies may be filled from this announcement. 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.

**The U. S. Bankruptcy Court for the Western District of Louisiana is an
Equal Opportunity Employer**