



**United States Bankruptcy Court
Western District of Louisiana
Vacancy Announcement #2024-05
Alexandria, LA**

Position Title: Generalist Clerk
Opening Date: **June 17, 2024**
Closing Date: Open until filled. Preference given to applications received by **July 17, 2024**
Duty Station: Alexandria, LA
Salary Range: CL 23 (\$39,212 - \$63,744)*

**Salary is based on qualifications and work experience. This position has promotion potential to Case Administrator I and Case Administrator II positions without further competition. Multiple positions may be filled based on the needs of the court. All qualified applicants, upon request, may be considered for generalist clerk positions that become available in any of the court's five divisional offices through the end of the 2024 fiscal year.*

The United States Bankruptcy Court for the Western District of Louisiana is accepting applications for a full-time Generalist Clerk in the Alexandria Divisional Office.

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; scanning 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 in the Case Management/Electronic Case Filing (CM/ECF) system; 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.

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. Education above the high school level may be substituted for the required 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 reliable and detail oriented, have good clerical, organizational and communication skills, be able to plan, organize, prioritize and handle a large volume of work in a team environment. Applicant must possess experience working in an electronic environment with various technologies. Computer

skills should include proficiency in Word, and Outlook and 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. As a condition of employment, the selected candidate will be subject to a background investigation, which will include criminal history and FBI fingerprinting. The appointment will be provisional and 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 U.S. Bankruptcy Court offers a generous benefits package. Benefits include annual and sick leave, paid holidays, health, dental, vision, life insurance, flexible spending plans, retirement, and immediate matching Thrift Savings Plan. Additional information about federal judiciary employee benefits and compensation can be found at: <https://www.uscourts.gov/careers/benefits>.

Application Packet Procedures and Information:

To apply for the Generalist Clerk position, qualified persons should submit the following documents:

- 1) A detailed cover letter and resume.
- 2) A completed [Judicial Branch Federal Employment Application \(AO-78\)](#), which is also available at: www.lawb.uscourts.gov (See Court/Employment)
- 3) Copies of official college transcripts; submitted transcripts must indicate graduation dates, if applicable, degree(s) awarded, and grade point averages.
- 4) Names and contacts of three professional references.

Submit all required documents application package in **pdf format** via email with the subject line “**HR Confidential**” 2024-05 to lawbhr@lawb.uscourts.gov

Only candidates selected for an interview will be contacted. Incomplete applications will not be considered. Candidates selected for interviews must travel at their own expense. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court for the Western District of Louisiana is an Equal Opportunity Employer.