



Public Services Clerk 1

U.S. Bankruptcy Court Southern District of California

Salary:

CL-24 \$37,375 – 60,772 (depending upon qualifications)

Posting Dates:

Wednesday, October 27, 2010 through Sunday, November 14, 2010

The U. S. Bankruptcy Court in downtown San Diego is seeking highly qualified candidates for the full-time entry level position of Public Services Clerk 1. A Public Services Clerk 1 is a member of the Public Services Team and reports to the Public Services Supervisor.

Representative Duties

- Receive, review, stamp, scan, and distribute incoming court documents, checking each document for conformity with federal and local rules. Check for prior or prohibited bankruptcy case filing, certify court documents, and verify and issue summons. Sort and process mail.
- Provide quality customer service by answering and routing incoming calls and furnishing basic information to the public, bar, and the court, without giving legal advice.
- Inform customers of required fees, receive cash payment or process credit card payments, issue receipts, secure funds in cash register drawer, and balance the cash register drawer each day.
- Open bankruptcy cases in a case management system known as CM/ECF, input initial case opening events into the CM/ECF system, and check electronic data for quality assurance.
- Operate a variety of copying and records equipment, assist the public in use of computerized databases, and maintain closed cases archive information.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.

Minimum Qualifications

To qualify for the position of Public Services Clerk 1, an applicant must have:

- A high school diploma or equivalent.
- Two years general work experience, which includes a significant amount of customer/public interaction.
- One year full-time experience in an office or administrative environment requiring the regular application of clerical procedures and involving the routine use of specialized terminology and software for word processing/data entry. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Candidates must possess exceptional communication skills, as this position requires frequent contact with a wide variety of individuals, both within and outside of the Judiciary.

Desired Qualifications

- Completion of a Bachelor's Degree.

Employee Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years employment, 20 days after three years, 26 days after fifteen years;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Life Insurance options;
- Federal Employees Retirement System;
- Immediate participation in the Thrift Savings Plan (401K plan);
- Optional participation in the Judiciary's Long Term Care Insurance Program;
- Optional participation in the Judiciary's Flexible Spending Program;
- Commuter Benefit Program (dependent on fiscal year funding);
- Continuing Education Assistance Program (dependent on fiscal year funding).

Information for Applicants

The selected candidate(s) will be subject to a background check as a condition of employment. Applicants must be U.S. citizens or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

How to Apply

Preferred method – submit your cover letter and resume through the court's website at www.casb.uscourts.gov. Or, you may send your cover letter and resume by mail to:

Human Resources (PSC1)
U. S. Bankruptcy Court
325 W. "F" St.
San Diego, CA 92101-6991

Resume and cover letters will be accepted through Sunday, November 14, 2010.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.