

United States Bankruptcy Court Northern District of Alabama

REVISED VACANCY ANNOUNCEMENT

18-05

Position Title: Generalist Clerk

Term: Full-time Permanent

Location: Tuscaloosa, AL

Opening Date: June 27, 2018

Closing Date: Open until filled with preference given to applications submitted by July 26, 2018

Salary Range: \$33,086 – \$53,783 (CL-23) with promotion potential

The court is recruiting a well-organized, detail-oriented individual who possesses exceptional interpersonal skills. The Generalist Clerk will perform a variety of administrative and clerical duties. This position reports to the Clerk of Court and Chief Deputy Clerk and is on the Clerk's office staff.

Position Overview: The Generalist Clerk performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The Generalist Clerk assists with records and reproduction and/or case initiation. The Generalist Clerk receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and collecting court fees.

Duties and Responsibilities: Assists in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Routes documents to proper offices and/or staff after acceptance.

Assists in the collection of appropriate fees, assigns case numbers, and randomly assigns judges to cases.

Acts as receptionist and provides information to a wide variety of people within and outside the court. Assists in entering certain types of documents and proceedings on the docket, and creates and/or updates certain matrix mailing lists, including addresses and nature of addresses.

Sorts, classifies, and files case records. Maintains the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieves files and makes copies of records for court personnel, attorneys, and others.

Assists in the preparation and shipping of records to the appropriate Federal Records Center and retrieves records from centers when needed.

Performs Electronic Court Reporter duties which includes recording court proceedings using electronic sound recording equipment.

Performs other duties as assigned.

Job Requirements: Skill in referring/routing telephone calls and visitors to the appropriate department or courtroom. Skill in filing and knowledge of filing requirements. Skill in organizing own work. Skill in data entry. Ability to file, extract, and re-file documents accurately and appropriately. Ability to learn and apply the court's policies, rules, procedures, practices, and legal terminology. Ability to answer inquiries and direct questions to the appropriate parties. Ability to understand established procedures for public access to court files. Ability to recognize basic documents to ensure proper distribution and processing.

Ability to comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Ability to communicate effectively (orally and in writing) with individuals of diverse backgrounds to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work well within a team.

Knowledge and skill in the use of software and keyboarding for data entry, email, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in using a multi-line telephone efficiently and in a timely manner.

Primary Job Focus and Scope: The primary focus of the job is to assist in the processing of documents, case files, and other related forms. Generalist Clerks assist in ensuring that court procedures and rules are followed in a timely and accurate manner. Generalist Clerks assist in providing answers to customer inquiries regarding court procedures and case status. Errors made while processing documents can lead to incorrect or improper information being disseminated. The accuracy and timeliness of Generalist Clerk's work is essential to providing quality services to the court's customers and impacts the public perception of the court.

Complexity and Decision Making: Generalist Clerks at this level assist in maintaining filing systems, initiating cases, and retrieving and reviewing incoming court documents.

Work processes are well defined but take some time to learn. Complexity is encountered in avoiding errors while handling large numbers of items in the face of distractions and interruptions. The Generalist Clerk exercise limited discretion in determining work priorities to carry out assigned responsibilities. Rules and procedures are established and the Generalist Clerks are monitored. Generalist Clerks make decisions based on well-defined policies, standards, and procedures, and refer unusual circumstances to a more senior level staff person or supervisor.

Personal Interaction: The primary judiciary contacts are with operational staff and judges' staff to verify, clarify, and update the status of cases and provide information.

The primary external contacts are with members of the bar, the public, and individuals from other agencies for purposes of providing and exchanging information and advising on proper procedures.

Qualifications: At the CL-23, a person must be a high school graduate or equivalent and have at least two years of general experience. General experience is progressively responsible administrative or general clerical work experience. 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 of undergraduate study) equals one year of general experience.

Skills such as recordkeeping, sorting, distributing mail, filing alphabetically and numerically, photocopying, inputting data, and typing are particularly useful in this position. Dependability, reliability, good organizational skills and the ability to manage multiple tasks is required.

Benefits: Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to thirteen days of paid annual leave per year for the first three years, thereafter up to twenty-six days per year, ten federal holidays, participation in the Federal Employees Retirement System with a percentage of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases dependent upon budget constraints and Congressional actions.

Information for Applicants: Candidate must be a U.S. citizen or eligible to work in the United States. Candidate must have excellent organizational and analytical skills. Candidate also must be mature, responsible, tactful, possess good judgment and capable of exercising sound initiative, able to work harmoniously with others in a team-oriented work environment, and able to communicate effectively, both orally and in writing. The selected applicant will be hired provisionally pending the results of a background check and subsequent favorable suitability determination. For the duration of the appointment, applicant will be subject to "at will" employment. A knowledge, skills, and abilities assessment may be required of applicants.

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

Work is performed in an office setting. Some lifting may be required. Some travel is required.

How to Apply: Interested applicants should submit the following:

1. A cover letter
2. A detailed resume
3. Three professional references (name and telephone number)
4. A completed [Federal Judicial Branch Application for Employment \(Form AO 78\)](#) located on the <http://www.uscourts.gov> website.

When submitting your application material, combine all documents into **one PDF** document, enter Vacancy 18-05 Generalist Clerk on the subject line, and email material to resumes@alnb.uscourts.gov.

Due to the volume of applications, the Court will only communicate with those applicants who will be interviewed. Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct.

The Court is an Equal Employment Opportunity Employer.