



UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama

JOB ANNOUNCEMENT NUMBER: 2017-003

Position: Generalist Clerk I

Opening Date: October 18, 2017

Closing Date: November 1, 2017

Starting Salary: CL 23 Levels 1-25 (\$32,538 - \$40,684)
Salary commensurate with qualifications and experience

POSITION OVERVIEW: The United States Bankruptcy Court for the Southern District of Alabama is accepting applications for the position of full-time Generalist Clerk I. This position reports to the Chief Deputy. This position is located in the Operations Division of the Clerk's Office of the U.S. Bankruptcy Court in Mobile, AL.

DUTIES AND RESPONSIBILITIES: Performs various functions and is responsible for assisting in maintaining and processing case information in accordance with approved internal controls, procedures, and rules. The Generalist Clerk assists with the entry of orders, quality checking documents filed by outside filers via the Electronic Case Management System. The incumbent 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.

- ▯ Provides various customer services support to include providing information, making copies and answering inquiries on case status and other related matters to a wide variety of people within and outside of the Court.
- ▯ Assist in entering certain types of documents and proceedings on the docket, and create and/or update certain matrix mailing lists, including addresses and nature of addresses.
- ▯ Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others.
- ▯ Perform other duties as assigned.

QUALIFICATIONS: All candidates must have a high school diploma or equivalent. (or other recognized certificate, or a like number of years of clerical experience i.e. one year of clerical experience equals to one year of high school).

Preferably two years experience, but not required, responsible experience to include progressively responsible clerical experience requiring the application of clerical procedures involving the use of keyboard skills. In addition, the candidate should have the ability to take direction and process documents and payments according to the rules and guidelines of court.

A successful candidate must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Selected candidates may be placed at a higher classification level depending on qualifications and experience.

The ability to communicate effectively both verbally and in writing is critical.

INFORMATION FOR APPLICANTS:

- U. S. Citizenship or eligible to work in the United States
- Final candidates must pass security clearance
- Employees of the U. S. Bankruptcy Court are Excepted Appointments. Excepted appointments are at will and can be terminated with or without cause by the court.
- All employees are subject to mandatory electronic payroll deposit.
- This position is subject to a probationary period for one year.
- If your application does not provide all information requested, you may lose consideration for this position. Only qualified applicants may be invited to personal interviews. No resumes or enclosures will be returned.
- Applicants selected must travel at their own expense.

BENEFITS: Health insurance, life insurance, dental and vision insurance, long term care and long term disability, and flexible spending benefits; ten (10) paid federal holidays; annual and sick leave; retirement; and Thrift Savings Plan.

APPLICATIONS PROCEDURES:

Qualified persons interested in being considered for this position are invited to submit a resume detailing all relevant experience, education and skills, cover letter explaining how their experience relates to the position requirements and an A O78 Application for Federal Judicial Employment. **(see attached).**

AO78 Form Link: www.uscourts.gov/forms/AO078.pdf

The application packet may be mailed or hand delivered to: **U. S. Bankruptcy Court, Southern District of Alabama, Human Resources - Announcement # 2017-03, 201 St. Louis Street, Mobile, AL 36602.**

Or, they can be sent as a PDF, via email, to: cheryl_watkins@alsp.uscourts.gov