



UNITED STATES BANKRUPTCY COURT
Middle District of Georgia
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VACANCY ANNOUNCEMENT
(Vacancy 18-05)

Position: INTAKE CLERK

Location: Macon, Georgia

Salary: CL 24 (\$36,645.00 - \$59,557.00)

Opening Date: December 3, 2018

Closing Date: December 14, 2018 (to ensure consideration, packets should be received no later than 5:00 P.M. EST on December 14, 2018)

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Intake Clerk. The Court is seeking a self-motivated individual who possesses a strong work ethic and has excellent interpersonal, automation, and analytical skills. Entry on Duty for this position will be no earlier than January 21, 2019.

About the Court:

The United States Bankruptcy Court for the Middle District of Georgia is in Macon, Georgia with a divisional office in Columbus, Georgia. The Court has two judges in Macon and one judge in Columbus. Hearings are also conducted monthly in Albany, Athens, and Valdosta.

Position Overview:

The Intake Clerk covers an intake desk on a full-time basis, reviewing new case filings to ensure they conform with all procedures and rules. The Intake Clerk must stay abreast of all changes in the operation of the intake area. The Intake Clerk will assume primary responsibility for working with pro se filers who seek assistance from the intake desk.

Representative Duties:

- Act as a customer service representative to Court visitors.
- Review new case filings, performing a thorough quality control review on all initial pleadings and

documents, issuing necessary deficiency notices, and verifying that the correct and accurate notice has been issued.

- Collect and receipt fees as needed.
- Process all incoming and outgoing mail, accept delivery of packages.
- Provide special assistance to pro se filers without giving legal advice.
- Function as a valuable resource to others in all aspects of the intake operation, especially in the areas of proper cash receipting and administration of the phone system.
- Other duties as assigned.

Minimum Qualification Requirements:

All candidates must have a high school diploma or equivalent and two (2) years of progressively responsible clerical or administrative experience. The successful candidate should demonstrate:

- Experience in word processing, web-based environments, and data entry involving the use of automation skills.
- The applicant must possess exceptional organizational and communication skills since frequent contact is with a wide variety of individuals within and outside of the Judiciary.
- The applicant must possess excellent computer skills with a demand for accuracy and quality assurance. Good judgment with the ability to apply concepts to determine what action needs to be taken and good proofreading skills are essential.
- Applicants must be able to enroll in and comply with the court's telework program.

Desirable Qualifications:

- A bachelor's degree from an accredited college or university and work experience in bankruptcy, federal or state courts, or the federal government, are preferred.
- Experience with case management and familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) or similar systems, is desirable.

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;
- Optional participation in the Commuter Benefit Program

Qualified applicants must submit the following:

- A Cover Letter
- A resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history, and a list of at least three professional references, with current contact information.
- An Application for Judicial Branch Employment (Form AO78) which is available at <http://www.uscourts.gov/forms/AO078.pdf>
- A list of at least three professional references, with current contact information

Application materials should be mailed in an envelope **MARKED CONFIDENTIAL to:**

Administrative Services Specialist
United States Bankruptcy Court
Middle District of Georgia
P. O. Box 1957
Macon, Georgia 31202

Notice to Applicants:

- The United States Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.
- Incomplete submissions will not be considered.
- Only applicants who are selected for interviews will be contacted by the Court.
- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct, copies of which are available upon request.
- The United States Bankruptcy Court is part of the Judicial Branch of the United States Government.
- Employees of the United States Bankruptcy Court are considered AT WILL employees.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- The court will not pay for any interview or relocation expenses.
- Employees must be United States Citizens or eligible to work in the United States.

As a condition of employment, the selected candidate will be subject to a background check or investigation and may be subject to periodic updates. Employment will be considered provisional until the background check or investigation is completed.