

# ❖ ❖ ❖ VACANCY NOTICE ❖ ❖ ❖

**POSITION: GENERALIST/CASE MANAGER**

**LOCATION: SACRAMENTO, CA**

**STARTING SALARY RANGE: \$38,983 - \$47,853\* (CL-24/25)**

**FILING DEADLINE: Open until filled**

Job # 09 -S02

This position is located in the Clerk's Office of the U.S. Bankruptcy Court, Sacramento Division. The incumbent manages bankruptcy cases and related adversary proceedings from filing to disposition by processing incoming documents, maintaining official case files, dockets and other records, performing noticing, administrative and clerical tasks as necessary.

## **Representative Duties**

- Receives and screens incoming documents to determine conformity with appropriate rules, practices and court requirements. Files documents meeting requirements.
- Collects appropriate fees and issues summons, subpoenas, and writs.
- Prepares case and proceeding files; ensures assignment of a case number and randomly assigns a judge and trustee, if necessary. Routes case file to appropriate deputy clerk.
- Retrieves files and makes copies of records for the public, attorneys, and others.
- Acts as receptionist and furnishes information to a wide variety of the court's internal and external customers.
- Assists attorneys and the public in accessing case information via public terminals.
- Makes summary entries on the docket of all documents and proceedings including pleadings, petitions, motions, complaints, hearing minutes and orders.
- Reviews documents to ascertain time frames and sets hearing dates in accordance with established court procedures.
- Monitors cases and proceedings to ensure timely progression. Ensures that all CM/ECF entries are appropriately linked. When delays are noted, takes appropriate corrective actions.
- Answers customer inquiries regarding status of cases and provides procedural advice.
- Processes conversions and dismissals of cases. Processes appeals.

- Maintains the matrix mailing system which includes addresses and nature of addressee, i.e., creditors, attorney or others.
- Dockets claims; prepares and maintains claims registers.
- Prepares and processes notices for mailing.
- Reviews form judgments. Informs parties when a judgment or appealable order is entered on the docket.
- Receives and processes all final reports and final accounts and prepares the notice of their filing.
- Prepares asset and no asset cases for closing by such actions as examining files to ensure that all necessary orders were entered and proceedings completed, reviewing case file and case dockets for accuracy and completeness.
- Prepares closing orders.
- Performs continuous quality control.

### MINIMUM QUALIFICATIONS

In order to qualify for this position at the CL-25 level, the applicant must be a high school graduate or equivalent and must have a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-24 level. Typing speed of 40+ WPM is required and applicants will be tested. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives or laws.

### DESIRABLE QUALIFICATIONS

Knowledge of bankruptcy clerical processing procedures and terminology.  
Knowledge of basic legal procedure and terminology.  
Ability to respond appropriately to constant deadlines.  
Ability to work independently from general instructions.  
Ability to deal appropriately with the public.  
Four year College degree preferred.

### FILING PROCEDURES

Applicants may submit a cover letter and resume or complete the attached interactive application posted on the employment opportunity page of the web site and submit to:

United States Bankruptcy Court  
501 I Street, Suite 3-200  
Sacramento, CA 95814  
Attention: Cyndi Moore

\* Depending on Experience. Employees who are currently at eh CL-25 level or higher will transfer at the CL-25 level. All other hires will be made at the CL-24 level. Starting salary commensurate with qualifications.

## CONDITIONS OF EMPLOYMENT

Employees of the United States Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed:

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All information is subject to verification and an FBI background investigation.
- Duty station assignments are at the discretion of the Clerk of Court.
- Participation in the interview process will be at the applicant's own expense.
- This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Acceptable documentation includes a U.S. Passport; original or a certified birth certificate issued by a state, country, or municipal authority; a certificate of U.S. Citizenship, Alien Registration Receipt Card; and an authorized photo identification such as a state driver's license, school identification card, or U.S. Military identification card.
- If selected for first-time appointment to a position, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.
- Relocation expenses will not be provided.
- More than one vacancy may be filled from this announcement

Only qualified applicants will be considered for this position. The United States Bankruptcy Court is an Equal Opportunity Employer.

Posted: 12/05/2008

**OFFICE OF THE CLERK  
UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA**

**EMPLOYMENT INFORMATION SHEET**

**PLEASE TYPE OR PRINT (IN INK) COMPLETE ANSWERS TO THE FOLLOWING QUESTIONS:** Date: \_\_\_\_\_

**Title of position you are applying for:** \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Other names previously used for employment: \_\_\_\_\_

Mailing Address (street address, city, zip code): \_\_\_\_\_

Work: (     ) _____ Home (     ) _____	Country of citizenship: _____
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**EDUCATION:**

School	Name and location	Major	Degree	Date completed (optional)
High School:	_____	_____	_____	_____
College or University:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Honors or Awards: \_\_\_\_\_

Professional or technical licenses, certificates, etc.:  
 (Show state, county or city registered if applicable) \_\_\_\_\_

Do you type?  No  Yes - Words Per Minute: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? (You may omit: (1) offenses committed before your eighteenth birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses the record of which has been expunged; (4) minor traffic violations for which you paid a fine of \$50 or less.)  
 No  Yes

Your age at time of violation	Date	Law Enforcement Agency or Court	Charge	Disposition

Do you have any relatives who are employees of the U.S. Courts? Yes  No   
 If yes, give name, position and relationship: \_\_\_\_\_

Have you ever been employed by a United States Court? Yes  No   
 If yes, provide dates employed and last position title held: \_\_\_\_\_

Have you ever been employed by the Federal Government? Yes  No   
 If yes, provide dates employed and last position title held: \_\_\_\_\_

How were you referred to our agency? _____	On what date are you available for employment? _____
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**EMPLOYMENT HISTORY: BEGIN WITH PRESENT OR LAST EXPERIENCE (ACCOUNT FOR AT LEAST THE LAST 10 YEARS)**

Present employer (or most recent):	From:	To:
Address:	Kind of business:	
Position:	Salary:	
Supervisor's name:	☎	
Reason for leaving:	Hours worked per day:	
Duties:		

Previous employer:	From:	To:
Address:	Kind of business:	
Position:	Salary:	
Supervisor's name:	☎	
Reason for leaving:	Hours worked per day:	
Duties:		

Previous employer:	From:	To:
Address:	Kind of business:	
Position:	Salary:	
Supervisor's name:	☎	
Reason for leaving:	Hours worked per day:	
Duties:		

**IF MORE THAN THREE PREVIOUS EMPLOYERS, LIST OTHERS BELOW:**

From (Mo./Yr.)	To (Mo./Yr.)	Company & location	Position:	Salary:	Reason for leaving

**REFERENCES - DO NOT LIST RELATIVES**

Name:	Occupation:	☎
Name:	Occupation:	☎
Name:	Occupation:	☎

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All statements made herein are true to the best of my knowledge.

\_\_\_\_\_  
Signature of applicant

Rev. 03/03

**UNITED STATES BANKRUPTCY COURT**  
**EASTERN DISTRICT OF CALIFORNIA**

As part of our application process, please complete the following questions and attached authorization form. Please return the forms (in the envelope provided) to the Human Resources Office.

Name:

Date:

1. Country of Citizenship \_\_\_\_\_  
*Federal law prohibits the payment of salary to certain non-citizens. If you are not a United States citizen, please ask Human Resources to check your status with the Administrative Office of the United States Courts.*

2. Have you ever been discharged from a position or asked to resign under the threat of discharge?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain under Remarks at the bottom of the page.

3. Have you ever been convicted? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$50 or less).*

If yes, explain under Remarks at the bottom of the page.

4. The final candidate will be subject to a background investigation with law enforcement agencies. You will be asked for additional information, including your Social Security number and driver's licence information at that time.

Remarks: