



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Bankruptcy Generalist
LOCATION:	Winston-Salem, NC
CLASSIFICATION LEVEL/SALARY:	CL 24 (\$35,470- \$57,361) <i>Depending on experience and qualifications.</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by October 10, 2016.</i>

POSITION DESCRIPTION

The Clerk of the United States Bankruptcy Court for the Middle District of North Carolina is accepting applications for a Bankruptcy Generalist. This is a permanent position and is open until filled. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the Court, the Clerk's Office, the bar and the public. The Clerk's Office provides an opportunity for self-motivated individuals with excellent interpersonal, automation and analytical skills and a strong work ethic to launch or continue a career in public service. For more information about the Court, please visit <http://www.ncmb.uscourts.gov>

REPRESENTATIVE DUTIES

- Receiving and screening incoming documents to determine conformity with appropriate rules, practices, and court requirements. Scanning and converting documents filed over the counter into image files and entering documents on the case docket.
- Auditing documents and pleadings filed electronically by external CM/ECF users, advising managers when input errors are discovered, and working directly with users to explain the causes of errors found and actions necessary to prevent reoccurrence.
- Collecting appropriate fees, process receipts. Issuing summons, subpoenas, and writs. Routing documents to proper offices/persons after acceptance. Filing documents meeting requirements.
- Processing, logging, and distributing mail. Retrieving files and making copies of records for the public, attorneys, and others. Preparing, shipping, and retrieving archived records.
- Acting as receptionist and furnishing information to a wide variety of the court's internal and external customers. Responding promptly to inquiries regarding case status, archive information, and court procedures, assisting the public with electronic and paper filing, and informing customers of required fees without providing legal advice. Providing archive information for closed cases and providing file copies as requested.
- Assisting attorneys and the public in accessing case information via public CM/ECF terminals.
- Creating, updating, and/or maintaining the matrix mailing system which includes addresses, and nature of addressee, i.e., creditor, attorney, or others.
- Preparing notices of hearing and processing orders as required. Preparing various orders for signature.
- Processing case conversions from one chapter to another.
- Maintaining the mailing matrix system which includes addresses and nature of addressees, i.e. creditors, attorney or others, and processing notices for mailing.
- Recording court proceedings and assisting with the orderly flow of court proceedings, as required.
- Performing other operational support duties as assigned.
- This position may require occasional travel to the Court's divisional offices in Greensboro and Durham, NC.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Demonstrated proactive and responsive customer service skills.
- Demonstrated ability to meet established deadlines and commitments.
- Excellent written and verbal communication skills, proofreading abilities and attention to detail.

- Strong analytical skills.
- Proficiency in the use of word processing software, document imaging, and electronic mail applications.
- Ability to interact in a positive and professional manner with the public and court staff.
- Ability to work independently but assist in maintaining a strong team environment.

PREFERRED QUALIFICATIONS

- Work experience in bankruptcy, federal or state courts or in other legal fields.
- Two years or more of clerical or administrative experience in an office setting.
- Familiarity with bankruptcy law concepts and terminology.
- Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system.

BENEFITS

- Paid annual and sick leave; ten paid holidays per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans.
- Dental and vision coverage available.
- Optional long-term care insurance and flexible spending account program.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K), with employer matching.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. The selected applicant will be hired provisionally pending the results of a background investigation, including an FBI fingerprint and criminal record check, and is subject to a one-year probationary period. Employees of the Court are subject to the *Judicial Code of Conduct*. Electronic Funds Transfer for payroll deposit is required.

TO APPLY:

Please submit a cover letter, official application for judicial branch employment (Form AO 78 which can be found online at <http://www.uscourts.gov/>) and resume to: employment@ncmb.uscourts.gov

To ensure consideration, please submit all application materials by **October 10, 2016**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive any communication. No funds are available for reimbursement of travel expenses in connection with interviews.

The United States Bankruptcy Court is an Equal Opportunity Employer.