

# United States Bankruptcy Court District of Connecticut

## VACANCY ANNOUNCEMENT 17-1

**POSITION TITLE:** Operations Specialist

**NUMBER OF POSITIONS:** Two (2)

**DUTY STATION:** New Haven

**GRADE/SALARY RANGE:** CL 24/25 (\$41,086 – 73,807)

**POSITION TYPE:** Full-time permanent

**AREA OF CONSIDERATION:** All qualified applicants

**OPENING DATE:** April 19, 2017

**CLOSING DATE:** Open until filled.

The U.S. Bankruptcy Court for the District of Connecticut, Clerk's Office, has an immediate opening for two Operations Specialist in our New Haven courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. Promotion potential to CL 25 without further competition if the appropriate qualification requirements are met.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

### **POSITION OVERVIEW**

Operations Specialists operate in a team environment and must handle all aspects of judicial support. Duties include docketing, maintaining and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules. Incumbents perform noticing, manage the progression of cases, maintain official case records, and monitor the completion of required procedural steps. Operations Specialists review filed documents to determine conformity, take appropriate action, ensure all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Incumbents are expected to support other Operations functions (e.g., intake, records) as well as serve as and back-up Courtroom Deputies based on the needs of the court.

This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office. Duties include extensive customer service, cashier/intake, docketing and noticing, data quality control, reviewing and processing of documents which are the official record of the Court, scanning of documents, mail processing, records management, which includes filing and archiving records, and courtroom deputy support. These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the bankruptcy court.

### **QUALIFICATIONS**

To qualify, applicants must have a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification.
- Legal/paralegal experience and experience with federal court electronic filing.
- Prior training or experience with electronic court recording or courtroom deputy duties.

## **REQUIRED SKILLS**

- Proficiency with Windows-based applications, including database, spreadsheets, WordPerfect or Microsoft Word and Adobe PDF files
- Ability to use general office equipment
- Ability to operate and maintain sound recording equipment
- Customer service skills
- Ability to communicate effectively, both orally and in writing, in a professional manner
- Ability to apply a body of rules, regulations, directives or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines
- Problem solving skills
- Ability and willingness to travel occasionally to district offices

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

## **INFORMATION FOR APPLICANTS**

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct.

## **BENEFITS**

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions .

## **HOW TO APPLY**

E-Mail a cover letter indicating why you are interested in this position and what best qualifies you along with a current resume to [CTB\\_Employment@ctb.uscourts.gov](mailto:CTB_Employment@ctb.uscourts.gov).

---

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.