



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

VACANCY ANNOUNCEMENT 2023-01

POSITION TITLE:	Operations Specialist	GRADE/SALARY RANGE*: CL 24 (\$48,349-\$78,577) - CL 25 (\$53,391-\$86,805) <i>Applicants hired at CL 24 may be promoted to CL 25 without further competition if appropriate qualification requirements are met.</i>
DUTY STATION:	New Haven, CT	
POSITION TYPE:	Full-time regular (FTR), Excepted Service	AREA OF CONSIDERATION: All qualified applicants.
NUMBER OF POSITIONS:	One (1)	
OPENING DATE:	January 23, 2023	CLOSING DATE: Open until filled, with preference given to applications received by February 10, 2023.

**Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.*

POSITION OVERVIEW

The United States Bankruptcy Court for the District of Connecticut is accepting applications for an **Operations Specialist** to join our Clerk's Office staff providing judicial support and case administration. We value diversity and are committed to equity and inclusion in our workplace. We offer an opportunity for a team player who is self-motivated, dependable with excellent interpersonal communications skills, problem-solving skills, and a dedicated work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for motivated people with initiative, flexibility, and ability to multi-task. This position offers an excellent opportunity to gain experience and knowledge in a variety of Clerk's Office functions. The incumbent reports to the Operations Supervisor.

The position requires occasional travel among the three seats of court to provide office coverage while a colleague is on leave/vacation. The United States Bankruptcy Court for the District of Connecticut has a seat of court in the following cities in Connecticut: Bridgeport, Hartford, and

New Haven. The selected candidate must have a dependable means of transportation that will allow travel among the three seats of court, as required.

DUTIES AND RESPONSIBILITIES

Duties include extensive customer service both in person and via telephone, cashier/intake, docketing and noticing, data quality control, reviewing filed documents to determine conformity and compliance with applicable rules, ensuring orders and automated entries are appropriately and accurately docketed and linked, making summary entries on the docket of all documents and proceedings, and other duties as assigned. Operations Specialists are also responsible for mail processing and records management which includes filing and archiving records, as well as occasionally providing backup coverage for court staff.

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Applicants must be United States citizens or meet the [exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States](#).
- For the CL 24 level (\$48,349 - \$78,577) - Minimum requirement of high school graduation or equivalent and at least 1 year of specialized work experience (defined below). Education above the high school level may not be substituted for specialized experience. *Promotion potential to CL 25 without further competition if the appropriate qualification requirements are met.*
- For the CL 25 level (\$53,391 - \$86,805) - Minimum requirement of high school graduation or equivalent, and at least 2 years of specialized work experience (defined below) is required, including at least one-year equivalent to work at the CL-24 level.
- Specialized work experience is defined as progressively responsible clerical or administrative work requiring processing of specialized documents that demonstrate the ability to apply a body of rules, regulations, directives, or laws, such as obtained in a law office, court, financial institution, educational facility, real estate or insurance office. Such experience should include routine interactions with customers, data entry and report generation involving the use of automated software and equipment and specialized terminology.
- Strong computer skills including experience using Microsoft Office 365 suite of products.
- Proficient in handling multiple tasks simultaneously while meeting established deadlines.
- Excellent interpersonal and communication skills (oral and written).
- Ability to maintain strict confidentiality.
- Possess a professional demeanor and positive attitude.
- Adept at collaboration and working harmoniously in a team environment.
- Skilled in proofreading, attentiveness to detail and accuracy.
- Demonstrated sound ethics and mature judgment.
- Ability to lift or move boxes of documents weighing up to 50 pounds.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate any of the following:

- Bachelor's degree from an accredited four-year college or university and/or completion of a paralegal certification.
- Prior experience with a Federal or state court.
- Familiarity with the Court's automated systems CM/ECF and/or BCAP.

CONDITIONS OF EMPLOYMENT

- As a condition of employment, the selected candidate will be required to submit to a background investigation including an FBI fingerprint check. Employment and retention in the position will depend upon a favorable employment suitability determination.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- All employees of the District of Connecticut are required to attest to their COVID-19 vaccination status and comply with the COVID-19 vaccination policy.

INFORMATION FOR APPLICANTS

As part of the Judicial Branch of the United States government, employees of the United States Bankruptcy Court are appointed in the excepted service and considered "at-will" employees not included in the Federal government's civil service classifications and regulations. Federal court employees are required to adhere to all Judicial Conference regulations and policies outlined in the Guide to Judicial Policy in addition to the ethical standards established by the Code of Conduct for Judicial Employees and the Chief Judge.

BENEFITS

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

11 paid holidays per year • Paid sick leave in the amount of 13 days per year • Accrual of paid vacation days (13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years) • Retirement benefits under 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 • Health benefits under the Federal Employees' Health Benefits Program (FEHB) • Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP) • Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI) • Long Term Care Insurance option • Pre-tax Flexible Spending Account options for health care, dependent care, and commuter expenses • Employee Assistance Program (EAP)/Work Life Services.

HOW TO APPLY

Complete and prepare the following documents:

- (1) cover letter indicating why you are interested in this position and what best qualifies you for this position,
- (2) current resume,
- (3) list of three professional references, preferably current and/or prior supervisors (include their contact information), and
- (4) completed and signed Application for Federal Judicial Branch Employment (AO-78 *version dated 04/22* available on our Court's website under employment)

When completing the Application Form AO-78, applicants are not required to complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.

All information provided by an applicant is subject to verification and background investigation. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

Please print or type all information. If your application materials do not provide all information requested, or if your packet is otherwise incomplete, your application submission will not be considered for this position.

Once complete, e-mail the entire package in PDF format to: employment@ctb.uscourts.gov with the Subject Line: **Job Vacancy #2023-01, Operations Specialist**.

The United States Bankruptcy Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email at employment@ctb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Due to the expected high volume of applicants for this position, the Court will only communicate with those qualified applicants who are selected for an interview. No phone calls please.

The United States Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more positions than described herein.

THE FEDERAL JUDICIARY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.