



United States Bankruptcy Court
District of Delaware
824 Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

Career Opportunity
Vacancy Announcement #14-01

Position: **Clerical Support Clerk**

Starting: May/June 2014

Ending: Not to exceed September 30, 2014

Position Type: Part-Time, Temporary

Number of Positions: Multiple

Salary Range: **CL 21**
(\$10.32/hr to \$12.80/hr)

Duty Location: 824 Market Street, Wilmington, DE 19801

Opening Date: March 13, 2014

Closing Date: April 04, 2014

Position Overview:

This position is located in the clerk's office of the U.S. Bankruptcy Court. This entry level operational support position provides clerical support and assistance to staff in accordance with approved internal procedures and policies. The incumbent provides a variety of clerical assistance to ensure smooth and efficient operation of the office.

Duties & Responsibilities include but are not limited to:

- Sort, classify and scan appropriate documents from paper case files into the CM/ECF System.
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized in the CM/ECF System.
- Maintain, update, and track paper electronic files. Scan, copy and file documents and locate and provide required files and documents.
- Provide clerical assistance, including mail sorting, filing, photocopying, shredding, faxing, and document delivery, as required.
- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.

QUALIFICATIONS - GENERAL:

- ❖ Skill in sorting, organizing and filing documents. Ability to follow detailed instructions on various office/clerical functions.
- ❖ General knowledge of routine office work.
- ❖ Ability to communicate effectively with a wide variety of individuals within and outside the judiciary court unit.
- ❖ Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures.
- ❖ Ability to learn the basics of the CM/ECF system.

Conditions of Employment:

All applicants must be U.S. Citizens or eligible to work in the United States.

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required. Applicants selected for interviews must travel or relocate at their own expense.

Application Procedure:

Qualified applicants must submit the following (1) cover letter; (2) resume that details experience and qualifications, and (3) a completed Application for Judicial Branch Federal Employment (Form AO78). Send information via e-mail to deb_support@deb.uscourts.gov

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Applicants without access to e-mail may apply via mail to the following address. Envelopes must be marked: "Personal and Confidential."

Human Resources
United States Bankruptcy Court
District of Delaware
824 North Market Street
Wilmington, DE 19801

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date if a closing date is shown, any of which actions may occur without prior written notice or other notice.