

## **Position Title: Generalist Clerk**

**Announcement Number:** F2010-01

**Court Name:** United States Bankruptcy Court for the District of Wyoming

**City:** Cheyenne **State:** WY **Court Website:** www.wyb.uscourts.gov **Permanent Position:** YES

**Job Grade:** CL 24 - 25

**Salary Min:** \$33,770

**Salary Max:** \$60,643 \*

**Open Until Filled:** YES

### **Position Description:**

The United States Bankruptcy Court for the District of Wyoming seeks to fill the position of Generalist Clerk. This is a professional and highly visible position that has broad case management responsibilities.

### **Responsibilities:**

The incumbent manages the progression of bankruptcy cases and related adversary proceedings from receipt to final disposition. In addition, a generalist clerk shares responsibility for all other functions performed in the operations section, including customer service, cashiering and records management. Specific duties include review of all documents for completeness and conformance with local and federal rules, determination of the nature and type of case or action, entry and quality control of docket entries in the court's Electronic Filing (ECF) system and public interaction via telephone and in person.

### **Conditions of Employment:**

- Applicants must be U.S. citizens or eligible to work in the United States, and will be subject to a full National Crime Information Center (NCIC) background records check.
- All positions at the Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause.
- The Court requires employees to adhere to a Code of Ethics and Conduct.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The Court reserves the right to modify the conditions of this announcement without prior notice.

### **Qualifications:**

Candidates must possess a high school diploma or the equivalent, and a minimum of 2 years progressively responsible clerical or administrative experience demonstrating:

- The routine use of specialized terminology
- Highly proficient in the use of current versions of Microsoft Windows, Microsoft Office, Corel WordPerfect, Lotus Notes, Adobe PDF and Internet Explorer
- Ability to communicate effectively verbally and in writing
- Experience in listening to and interpreting information
- Ability to handle multiple workload demands
- Must be able to lift 40 pounds
- Ability to type at least 45 wpm
- Ability to work with limited supervision

**Desired Qualifications:**

- Proven ability to take initiative and work in a multi-task, technologically advanced environment
- Experience in dealing with routine and complex assignments
- Superior oral and written communication skills
- Strong interpersonal skills and ability to work with other team members

**General Experience:**

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals nine months of experience.

**Specialized Experience:**

Progressively responsible legal clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology. Demonstrated ability to understand and apply a specialized body of rules, regulations, directives, or laws.

**Benefits:**

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years

- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in choice of Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program

**How to Apply:**

Qualified persons interested in being considered for this position are invited to submit a resume, a cover letter and application form available at [www.wyb.uscourts.gov](http://www.wyb.uscourts.gov). **Applications must be received by November 6, 2009 to receive consideration.**

All application materials are to be sent to:

U.S. Bankruptcy Court  
District of Wyoming  
ATT: Human Resources - CONFIDENTIAL  
2120 Capitol Ave. Ste. 6004  
Cheyenne, WY 82001

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. The first year of employment is considered a probationary period.

\*Starting salary commensurate with work experience, previous federal government service, and prior pay history.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER