



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF LOUISIANA

Generalist / Intake Clerk Vacancy Announcement

ANNOUNCEMENTNUMBER:	USBC- EDLA #24-01
ANNOUNCEMENT DATE	December 20, 2023
DUTY STATION	New Orleans, Louisiana
POSITION TYPE	FULL-TIME
CLOSING DATE	Open until filled; preference given to applications received by January 31, 2024.
SALARY RANGE	CL 23 (\$37,357 - \$60,703) depending on experience and qualifications. Applicants hired at the CL 23 level may be promoted to CL 24 (\$41,368 - \$67,231) and CL 25 (\$45,682 - \$74,271) without further competition.
POSITION DESCRIPTION	<p>The United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications for the position of full-time Generalist / Intake Clerk in New Orleans, Louisiana. The position reports to the Case Administration Supervisor.</p> <p>The Generalist / Intake Clerk performs various functions related to case opening and is responsible for receiving, reviewing, and filing documents in compliance with federal and local rules and procedures. The incumbent performs a variety of clerical tasks, ensures accuracy during quality control and docketing, and monitors the completion of required procedural steps.</p>
RESPONSIBILITIES	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none">• Provide quality customer service to the public and Bar, communicating effectively, and providing accurate and appropriate information regarding fees, forms, and procedures without giving legal advice.• Receive payments, process funds in the automated collection register, and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day.• Receive, review, and file documents accurately in conformity with rules, practices and/or court requirements.• Quality control initial case filings. Verify the statistical opening information in the court's automated system. Ensure correct event codes are utilized and entered correctly.• Receive, sort, stamp, scan, file, distribute, and otherwise process incoming mail.• Retrieve, print, and provide copies, including certified copies, to requestors.• Provide backup coverage for team members and other departments as required.• Perform other duties as assigned.
QUALIFICATIONS	<p>MINIMUM QUALIFICATIONS</p> <p>Applicants must possess a high school diploma or equivalent. Additionally, the successful applicant must have work and/or educational experience that demonstrates attention to detail, a high degree of professionalism, and a commitment to excellence. The incumbent must possess strong interpersonal, organization, and customer service skills; be able to communicate accurately, effectively, and timely; and be skilled in the use of automated system and software, including word processing and databases.</p> <p>The successful applicant must be able to demonstrate they can apply a body of rules, regulations, directives, or laws to a given scenario, and he or she must have the ability to apply concepts to determine the appropriate action to be taken.</p> <p>Because this position involves communication by phone, by email, and in person with the public, chambers staff, and other court users, the successful applicant must possess good verbal and written communication skills.</p>

QUALIFICATIONS**PREFERRED QUALIFICATIONS:**

A bachelor's degree from an accredited college or university and/or completion of a paralegal certificate is highly preferred; prior experience with a federal or state court and/or familiarity with electronic case filing, especially the court's automated system, is highly desirable.

BENEFITS

Benefits include participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (similar to a 401K plan with employer matching contributions), Federal Employees Health Benefits, Federal Employee Group Life Insurance, Federal Employees Dental and Vision Programs, Flexible Benefits Program, Long Term Care Insurance, 11 paid holidays in addition to paid vacation and sick leave. Some telework may be available depending on the court's needs.

ADDITIONAL INFORMATION

- The United States Bankruptcy Court requires employees to adhere to a code of conduct and business dress code which is available upon request.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.
- The position will be open until filled and may be closed without further notice.
- All Clerks Office employees are excepted service appointments and as such are "at will" employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.
- The Court is an equal opportunity employer which encourages minority applicants.
- Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check. Applicants must be a U.S. citizen or eligible to work in the United States.
- The U.S. Bankruptcy Court provides reasonable accommodations to applicants with disabilities.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

HOW TO APPLY

To be assured consideration for this position, qualified applicants must submit a complete application packet that includes:

- A Cover Letter that refers to the vacancy announcement number and addresses your qualifications and relevant experience;
- A current/detailed resume;
- The names and current contact information for three professional references; and
- Form [AO 78](#), Application for Judicial Branch Employment. The form can be found at <https://www.uscourts.gov/services-forms/forms>
- Applicants are required to answer background questions 18, 19, and 20 on the AO78 application form.

All application documents should be combined into **one PDF** document and emailed to:

HR@laeb.uscourts.gov

Include the announcement number and position title (USBC – EDLA #24-01 Generalist / Intake Clerk) in the email subject line.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER