



**United States Bankruptcy Court  
Northern District of California**

**Announcement #MUL01-09**  
[www.canb.uscourts.gov](http://www.canb.uscourts.gov)

**INTAKE CLERKS**

**Interviews will be conducted as soon as possible.**

**Posting Dates: April 13, 2009 - Until filled.**

**Oakland and Santa Rosa**

**Starting Salary Range: \$39,847 - \$49,810 DOE  
(CL-24)**

**Representative Duties**

Performs various functions including maintaining and processing case information, and managing the inception of new cases. Serves as a records and reproduction clerk and/or case initiation clerk. Receives incoming court documents for conformity with federal and local rules. Performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. Opens new bankruptcy cases, miscellaneous proceedings and adversary proceedings. Manages and maintains bankruptcy and adversary case records, maintains court files. Scans and converts paper documents into pdf files, uploads files to the Case Management/Electronic Case Filing (CM/ECF) system, makes corresponding docket entry and manages original paper documents. Provides basic information to the public, bar, and the court. Responds to inquiries from internal and external customers regarding case information. Answers and routes incoming calls. Checks for prior or prohibited filing. Verifies attorney's eligibility to file electronically. Manages exhibits and/or sealed documents. Verifies and issues involuntary summons. Assists with managing cases and ensuring timely progression by taking appropriate action. Reviews filed documents to determine conformity and takes appropriate action and follows up with rules, practices, and filing requirements. Performs cashier duties at the division level. May prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately. May perform Electronic Court Recorder Operator duties. Performs other clerical and administrative tasks, and other job-related duties as assigned.

**Qualification Requirements**

- 1+ years of full-time (or equivalent) 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 specialized terminology and automated software and equipment for word processing, data entry or report generation.
- Must be familiar with a wide variety of software applications.
- Ability to communicate effectively orally and in writing.
- Ability to communicate effectively (orally and in writing) in Spanish is highly desirable.
- Excellent customer service skills.
- Ability to follow detailed instructions and multitask.
- A bachelor's degree from an accredited college or university, and experience in bankruptcy or a closely related field are preferred.
- Must be willing to fully participate in a team environment.
- Requires one year experience equivalent to work at CL-23.

## Benefits

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
- 13 days of sick leave per year
- 10 holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)

## Information for Applicants

Submit a cover letter highlighting relevant experience, résumé, and requirements to:

Human Resources Section  
United States Bankruptcy Court  
Post Office Box 7341  
San Francisco, CA 94120-7341

FAX# (415) 268-2380 or E-mail: [jobs@canb.uscourts.gov](mailto:jobs@canb.uscourts.gov)

**Please specify the Intake Clerk position and location (Oakland, Santa Rosa or both) in the cover letter and/or e-mail subject line.**

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Management may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Interviews will be conducted as soon as possible.

As a condition of employment, the selected candidate will be subject to a background check, a mandatory electronic direct deposit of salary payment, and a one year probationary period. All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

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 interview. If you are not notified, another applicant was selected.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.