

*** CAREER OPPORTUNITY ***



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

Position Title:	Court Services Specialist (#1-09)
Location:	Grand Rapids, Michigan
Closing Date:	November 20, 2009
Salary Range:	CL24/1(\$33,770) to CL24/24 (\$41,862) Dependent Upon Qualifications and Experience

The United States Bankruptcy Court for the Western District of Michigan is accepting applications for a full-time permanent Court Services Specialist position to be located in Grand Rapids. The incumbent maintains files for the court, assists with opening mail and end of day processing of mail, answering phones, docketing and processing Chapter 7, 12, 13 & 11 claims and performs other clerical duties as required.

Representative Duties

The incumbent performs duties including, but not limited to:

Sorts, classifies, scans and files case records.

Assists with opening and end of day mail processing.

Assists with receiving, screening, referring and answering questions of telephone callers.

Assists with processing, entering and quality controlling proofs of claim filed with the court.

Assists with various other clerical and case administration duties as required.

Mandatory Qualifications

Candidates must have a minimum of one year of specialized experience, including at least one year equivalent to work at CL-23. (Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.) For placement above the minimum CL level, two years of specialized experience equivalent to work at CL 23 is required.

Desirable Qualifications

- ▶ Experience working in a court or legal environment is a plus.
- ▶ Customer service experience preferred.
- ▶ Excellent interpersonal skills and oral and written communication skills.
- ▶ Detail-oriented.

Benefits

Employees of the U.S. Bankruptcy Court are entitled to benefits which include the retirement system, health & life insurance, flexible spending accounts, long-term care insurance, federal holidays, the leave accrual program, and periodic salary increases.

Information for Applicants

Qualified applicants should submit a letter of interest, references, and a detailed resume that includes prior work experience (include mm/dd/yy information on prior employment) and salary history to:

Attn: Court Services Specialist Opening
U.S. Bankruptcy Court
One Division Ave N
Grand Rapids, MI 49503
Fax #616-456-2917

This is a provisional appointment contingent upon the results of the required background investigation to be conducted by the Administrative Office of the U.S. Courts and/or the U.S. Bankruptcy Court. Permanent status will be granted upon a favorable suitability determination. Only candidates selected for interview will be contacted.

Additional information about the Court can be found on the Court's internet site www.miwb.uscourts.gov.

EQUAL OPPORTUNITY EMPLOYER

(October, 2009)