

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

Job Title	Administrative Support Clerk CL 22 or CL C23
Occupational Group	Administrative Court Support

Job Summary
The administrative support clerk provides a variety of clerical and administrative duties primarily focused on finance by reviewing documents for accuracy, entering financial transactions and maintaining required records in accordance with court policies and approved internal controls. Administrative support duties includes a variety of services such as filing, copying, shredding,, data entry, typing, formatting, assembling reports, and archiving files. The incumbent may provide assistance to other departments as needed.

Representative Duties
<ul style="list-style-type: none"> • Assists with reconciliation of monies received, deposited, transferred or disbursed by the court. • Assists with data entry in the court’s accounting system. • Researches and contacts potential payees of unclaimed funds currently held by the court. • Assists with voucher preparation by reviewing documents for correct entry, mathematical accuracy and proper codes. • Provides clerical and administrative support to the Clerk’s Office Administrative Department; may also provide clerical support to other departments, as needed. • Assists with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates. • Performs other data entry functions. Generates standard reports from databases and computerized systems. • Uploads documents as needed (e.g, inventory application, website, etc.) • Assists with scanning, copying, filing, and locating files and documents. • Assists with preparing or making copies of training materials or handouts. • Assists with organization of file room, copy room and general office space. • Assists with maintenance of court property, including receiving, distribution and disposal of items. • Assists with file maintenance, shredding, and archiving. • Report matters regarding the office’s physical needs (such as heating, cooling, lighting, and cleaning).

Factor 1- Required Competencies (Knowledge, Skills, and Abilities)
<p>Administrative Management</p> <ul style="list-style-type: none"> · General understanding of accounting principles and financial transactions. · Skill and accuracy in working with numerical calculations. · Ability to recognize and categorize different kinds of documents for sorting, data entry and distribution. · Skill in filing and knowledge of filing requirements. Ability to file, extract, and re-file documents accurately and appropriately. · Ability to follow detailed instructions and multitask. · Skill in organizing own work. <p>Court Operations</p> <ul style="list-style-type: none"> · Knowledge of the functions and procedures of the court unit. · Ability to apply the court’s policies, procedures, practices, and guidelines related to office administration. · Ability to learn office department and organizational roles and responsibilities.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information.
- Ability to give and receive accurately and timely information.
- Ability to interact tactfully with a wide variety of people.

Information Technology and Automation

- Knowledge of software and keyboarding for word processing, data entry, e-mail, computers and report generation.
- Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.)
- Skill in keyboarding, typing, and data entry.

Factor 2- Primary Job Focus and Scope

The primary focus of the job is to contribute to the smooth and efficient administration of the office by providing, in a support role, assistance with processing financial transactions and maintenance of accounting records, clerical and other related services; or providing back-up services of non-critical duties. Errors in judgment or discretion can lead to incorrect or improper information being disseminated.

Factor 3- Complexity and Decision Making

The tasks performed are relatively straightforward. Most of the aspects of the incumbent's work are standard. Work is normally assigned and specific instructions and guidance are given for completion. Guidelines and procedures are well-defined and supervisors are readily available.

Factor 4A- Interactions with Judiciary Contacts

The primary judiciary contacts are court staff, managers, judges and chambers staff.

Factor 4B- Interactions with External Contacts

The primary external contacts are limited to the public, vendors/contractors and other governmental agencies for the purpose of exchanging information and providing basic customer service and assistance.

Factor 5- Work Environment and Physical Demands

Work is performed in an office setting. Some lifting may be required.