



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

**Vacancy Announcement No. 2016-01  
Amended March 21, 2016**

**CAREER OPPORTUNITY**

<b>POSITION:</b>	
Case Manager	
<b>LOCATION:</b>	
Albuquerque, NM	
<b>CLASSIFICATION LEVEL:</b>	<b>CLOSING DATE:</b>
CL 24 step 1 (\$35,476) to CL 25 step 61 (\$63,675), depending on qualifications	Open until filled; initial review begins April 11, 2016.
<b>NATURE OF POSITION:</b>	
<p>This is a full-time position with benefits. Initial appointment will be for a term of one year and one day from entrance on duty. This position may be extended, or become permanent without further advertising. If hired at CL 24 level, after service time and other requirements are met (funding, workload and performance), this position has promotion potential to CL 25, without further competition.</p>	
<b>POSITION OVERVIEW:</b>	
<p>This position is located in the operations section of the Bankruptcy Court Clerk's Office. The case manager is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The case manager receives and reviews incoming documents for conformity with federal and local rules, and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. In addition, the case manager performs docketing, noticing, managing case progression, maintaining official case records, preparing case documents for appeal and taking appropriate actions, ensuring that all orders and entries are accurately docketed, and making summary entries on the docket of all documents and proceedings. The case manager also prepares cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately.</p> <p><b>Representative duties:</b> Collects appropriate fees and issues receipts. Routes documents to proper offices/persons after acceptance. Files documents meeting requirements. Prepares, opens case and proceeding files, docketing initial opening events, and ensures all imaged documents are properly linked. Ensures assignment of a case number, judge, and trustee, if necessary. Processes notices of appeals, and appeal-related documents. Makes summary entries on all documents and proceedings. Routes case file to appropriate deputy clerk. Checks for prohibited prior filing. Processes, logs, and distributes mail. Retrieves files and makes copies of records for the public, attorneys, and others. Prepares, ships, and retrieves archived records. Acts as a receptionist, answers and routes incoming calls, and furnishes information to a wide variety of the court's internal and external customers. Answers customer inquiries regarding status of cases and provide procedural information. Operates a variety of copying, scanning and records equipment. Assists attorneys and the public in accessing case information via public CM/ECF terminals. Dockets particular documents in certain proceedings. <i>A copy of the complete position description is available for download from the court website at <a href="http://www.nmb.uscourts.gov/employment">www.nmb.uscourts.gov/employment</a>.</i></p>	

## **QUALIFICATIONS:**

### Mandatory qualifications:

To qualify for this position at CL 24, applicant must be a high school graduate (or possess the equivalent certification) and must have two years of general experience and one year of specialized experience equivalent to the work of the next lower job classification.

To qualify for this position at CL 25, applicant must be a high school graduate (or possess the equivalent certification) and must have two years of general experience and one year of specialized experience equivalent to the work of the next lower job classification.

In addition, experience with personal computers in a Windows environment is required.

General experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates 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. Such experience is commonly encountered in law firms, courts, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

## **EDUCATION:**

Education above the high school level in an accredited institution may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.

## **DESIRABLE QUALIFICATIONS/COMPETITIVE FACTORS:**

Preference will be given to applicants with knowledge of or experience in one or more of the following areas: (1) legal process or legal work setting, preferably in bankruptcy matters; (2) customer service, cash handling and multi-line phone system; (3) information analysis, which includes quality assurance, data correction and reporting, and (4) electronic case filing. Paralegal experience, court experience, or experience as a legal secretary is desirable but not required.

## **PERSONAL CHARACTERISTICS:**

This position calls for excellent collaboration skills and requires a good listener who can quickly discern customer needs and priorities. The successful applicant will possess good multi-task management skills and have very strong interpersonal, verbal and written communication skills. Being a team player and being flexible in a changing environment are essential characteristics. Attention to detail is critical. Applicant must be a hard-working person, capable of handling multiple priorities in a fast-paced environment. Adaptability to changing responsibilities, tasks, and approaches to work processing is important.

## BENEFITS

Employees of the United States Bankruptcy Court are Excepted Appointments and not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to employees (depending on the type of appointment), which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees Health Benefits (optional)
- Federal Employees Group Life Insurance (optional)
- Flexible Benefits Program (optional)
- Commuter Benefit Program (optional)
- Federal Employee Dental and Vision Insurance Program (optional)
- Long-term care insurance (optional)
- Retirement benefits
- Thrift Savings Plan
- Private long term disability plan (optional)
- Credit for prior government service

## INFORMATION FOR APPLICANTS

Interested applicants must submit the following:

- (1) cover letter stating interest and specific qualifications (education or experience) for the position
- (2) resume, and
- (3) Federal Judicial Branch Application for Employment, Form AO78 (available for download in *pdf* format from the employment information link at [www.nmb.uscourts.gov/employment](http://www.nmb.uscourts.gov/employment) or at the United States Bankruptcy Court, 500 Gold Avenue SW, 10<sup>th</sup> Floor, Albuquerque, New Mexico.

*via: hand delivery, e-mail (pdf format for any attachments), fax, or US mail*

*to: Human Resources, Vacancy Announcement #2016-01  
United States Bankruptcy Court  
500 Gold Avenue SW, 10<sup>th</sup> floor  
PO Box 546  
Albuquerque, NM 87103-0546  
E-mail: [nmbc\\_hr@nmcourt.fed.us](mailto:nmbc_hr@nmcourt.fed.us)  
Fax: 505-348-2440*

**Application deadline:** Open until filled. Initial review will begin on April 11, 2016. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Only qualified applicants will be considered for this position. Applicants invited for interviews should be familiar with the Code of Conduct for Judicial Employees before coming to the interview. Relocation expenses will not be reimbursed; applicants selected for interviews must travel at their own expense. The US Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation are made on a case-by-case basis.

**Conditions of Employment:**

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a criminal background check and FBI Background Check or Investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments and is not covered by the competitive services provisions of executive branch employment. This is commonly known as “at will” employment and can be terminated with or without cause by the Court. In addition, under our personnel policies, you will be on a probationary employment status for one year, during which time your supervisor will give you regular updates on your performance. During your probationary status, you may be removed, without recourse, at any time.
- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct (available from the employment section of the court’s web site).

**For additional information on the United States Bankruptcy Court, see our web site at:**

[www.nmb.uscourts.gov](http://www.nmb.uscourts.gov)

**The United States Bankruptcy Court is an Equal Opportunity Employer**