

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF TENNESSEE**

**INTAKE CLERK**

**Announcement No. 2015-01**

**Position Location: Nashville, Tennessee**

**Classification Level: CL 24 (\$35,055 - \$56,974)**

**Application Period: January 26th to February 17, 2015**

**Projected Start Date: March 9, 2015**

**This position is for a one year and one day term with benefits  
and the possibility of becoming a permanent position.**

**Representative Duties**

The United States Bankruptcy Court for the Middle District of Tennessee is seeking applicants for Intake Clerk. Intake Clerks receive and review incoming documents to determine conformity with appropriate rules, practices, and court requirements. Collect appropriate fees. Scan filed documents for processing in Case Management/Electronic Case Filing (CM/ECF) after acceptance. Act as receptionist and furnish information to a wide variety of people within and outside of the court by telephone, email, and in person.

**Minimum Qualification Requirements**

High school diploma or equivalent and a minimum of three years of progressively responsible office work experience which demonstrate the particular knowledge, skills, and abilities to successfully perform the above listed duties of this position. Position requires incumbents to be detail oriented and possess good organizational and communication skills. Knowledge of the documents required and used within the court, the sequence of their use, their content, and the rules of acceptability. Knowledge of the roles and responsibilities of the court unit staff is necessary so the incumbents can make decisions on the proper routing of documents and whom to ask for advice and assistance. Incumbents must present a professional demeanor at all times and possess the ability to meet and communicate effectively with a variety of people. Incumbents shall have the required skill in using applicable automated systems. CM/ECF experience is desirable.

**Benefits**

The employees of the U.S. Bankruptcy Court serve under Excepted Appointments and are considered "at will" employees and are not subject to the employment regulations of competitive service. Judiciary employees are entitled to benefits such as paid vacation, paid holidays, sick leave, choice of health and dental plans, Federal Employees Retirement System, life insurance, flexible spending accounts, long term care options, and the Thrift Savings Plan (federal government's 401k plan).

**Conditions of Employment**

As a condition of employment, the selected candidate will be subject to a background check.

**How to Apply**

Interested qualified applicants are asked to submit one PDF document that contains the cover letter, résumé, and a list of three professional references (with contact information) by sending an email to [applications@tnmb.uscourts.gov](mailto:applications@tnmb.uscourts.gov), with the subject line Intake Clerk, no later than 5:00 p.m. on February 17, 2015.

Unsuccessful applicants will be notified by mail. Interviews will be scheduled by phone. **Do not contact the court to inquire about the status of any application or the reason for rejection.**

**An Equal Opportunity Employer**