

VACANCY ANNOUNCEMENT

INTAKE CLERK (2)

Announcement No. 10-04

U.S. Courts Classification Level: 24

(\$34,356 - \$55,864, depending on qualifications)

Application Period: March 15 to April 5, 2010

Projected Start Date: May 10, 2010

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. 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.

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, with the subject line Intake Clerk, no later than 5:00 p.m. on April 5, 2010.

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