

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA



POSITION ANNOUNCEMENT

(More than one position may be filled.)

POSITION: Intake Deputy Clerk

LOCATION: Norfolk and Newport News, Virginia

SALARY RANGE: \$44,023 - \$71,601 (CL 24), depending on qualifications, experience, and education

OPENING DATE: December 5, 2023

CLOSING DATE: Open until filled — To ensure consideration, application should be received by 4:00 p.m. Eastern Time on January 19, 2024

ANNOUNCEMENT NO.: 23-008

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia is accepting applications for a full-time, permanent **Intake Deputy Clerk** position in both the Norfolk and Newport News Divisions.

POSITION OVERVIEW:

The Intake Deputy Clerk performs a variety of duties, including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. The incumbent performs customer service and cashier duties, provides procedural information, and collect court fees. The Intake Deputy Clerk also performs initial case docketing. A position description, which provides additional information, is available upon request.

QUALIFICATION REQUIREMENTS:

To qualify for the above position, a person must be a high school graduate and must have the following experience:

GENERAL EXPERIENCE:

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

SPECIALIZED EXPERIENCE:

At least one year of specialized experience. Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate 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, 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.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in accredited institutions may be substituted for 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 operational court support positions require hands-on experience to be credited as specialized experience.

REPRESENTATIVE DUTIES:

The incumbent acts as receptionist; files documents and collects appropriate fees and furnishes information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing and at the front counter; operates a variety of copying and records equipment; ensure data quality; scan, copy, file pick up, sort and process mail; maintain the mail meter and meter log; inform customers of required fees, receive payments, and issue receipts; accept appropriate documents; assign case numbers, open cases in the Case Management/Electronic Case Files (CM/ECF) database and docket initial case opening events. Candidates must be computer literate. Skill in use of the Internet is required for review of documents submitted electronically through the Electronic Case Files (ECF) method. Skill in Microsoft Outlook, or other comparable email system, and Microsoft Word is preferred. Legal-related experience also is preferred.

APPLICATION PROCEDURE:

Each applicant should submit a cover letter, salary history, Form AO 78, Federal Judicial Branch Application for Employment, detailed resume, and references (Please submit as a single combined PDF document) by 4:00 p.m., Eastern Time, on January 19, 2024, to:

intake-deputy-nor@vaeb.uscourts.gov

To obtain a copy of Form AO-78, Application for Judicial Branch Federal Employment, please go to the court's website, <https://www.vaeb.uscourts.gov> and click the Employment link at the bottom of the home page. To learn more about the federal courts, go to <https://www.uscourts.gov>.

OTHER INFORMATION:

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

FEDERAL BENEFITS:

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits (<https://www.uscourts.gov/careers/benefits>) similar to other federal employees. Benefits include:

- 11 Paid Holidays per Year
- 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 of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program

- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.