

**UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA**



POSITION ANNOUNCEMENT

POSITION: Data Quality Analyst/Trainer

LOCATION: Norfolk, Virginia

SALARY RANGE: \$51,959 - \$101,225 (CL 27 – CL 28 Career Progression),
depending on qualifications, experience, and education

OPENING DATE: September 8, 2021

CLOSING DATE: Open until filled — To ensure consideration application should
be received by 4:00 p.m. Eastern Time on September 22, 2021

POSITION NO.: 21-005

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Norfolk Division, is accepting applications for a full-time, permanent **Data Quality Analyst/Trainer** position.

POSITION OVERVIEW:

The Data Quality Analyst/Trainer is part of a District team of specialists who are jointly responsible for monitoring and measuring the level of quality and quantity of the work and services of the division. As a Division Trainer, the incumbent assists in planning, developing and implementing a comprehensive training program responsive to the needs of the division. Telework not to exceed five (5) days per biweekly pay period is available. Flex and/or compressed work schedules are also available. A position description, which provides additional information, is available upon request.

QUALIFICATION REQUIREMENTS:

The successful candidate must possess an excellent knowledge and understanding of the concepts, principles and practices of the Bankruptcy Court, a thorough knowledge of case administration processes and principles, a thorough knowledge of Continuous Quality Improvement (CQI) statistical tools, measurement and reporting techniques, a thorough knowledge of case management/electronic case filing (CM/ECF) procedures, a good knowledge of overall court operations and functions, a thorough knowledge of specialized area, a thorough working knowledge of computer hardware and software in use by the case-processing staff of the court, and research skills, including on-line search strategies. Candidate must continually take initiative and necessary steps to obtain training in automation/self development skills and possess skill in developing and presenting training programs in automation and case management processes to benefit the division/district and skill in training non-automation personnel in automation techniques.

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work that indicates the candidate has the ability to analyze and solve difficult problems, to identify and evaluate needs, develop proposals, implement programs, to communicate orally with persons such as judicial officers, attorneys, court staff, and to write clearly and concisely. Candidate must also have the ability to conduct training and provide consultation, to analyze statistical data relative to CQI and develop recommendations for improvement in both processes and employee performance, to function as a team on a long-distance basis, agreeing on developments, handling of projects and communicating effectively, and experience in applying case management practices in performing audits or reviews.

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. For CL 28, qualified candidate must have a minimum of three years experience (two years for CL 27) in a responsible operational, administrative, professional or technical position in which he/she has gained a thorough knowledge of the concepts, principles and theories of court operations and case management. At least one year of experience is required at or equivalent to the applicable level below the level of the position for which the person is being considered (CL 27 level for CL 28 position and CL 26 level for CL 27 position).

EXPERIENCE SUBSTITUTIONS:

Excess specialized experience may be substituted for required general experience.

EDUCATION/EDUCATIONAL SUBSTITUTIONS:

Applicant must be a high school graduate or equivalent. 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.

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 September 22, 2021, to:

dqa-trainer@vaeb.uscourts.gov

To obtain a copy of Form AO-78, Application for Judicial Branch Federal Employment, please go to the court's website, www.vaeb.uscourts.gov and click on the Court Resources button, then select Employment Opportunities.

If you have any questions about this position, please contact the Human Resources Officer at 804-916-2496.

OTHER INFORMATION:

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

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 similar to other federal employees. Benefits include:

- 10 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.