

**U.S. BANKRUPTCY COURT- DISTRICT OF PR
NOTICE OF VACANCY**

Position Title: Case Manager II - Full Time- Permanent

Grade Range: CL 26 - Announcement # FY 03-03

Application Procedure: Send resume including salary history and cover letter or submit an Application for Judicial Federal Employment with a resume and cover letter on or before August 1, 2003 to:

**US Post Office & Courthouse Building
Attention: Human Resources
300 Recinto Sur- Suite 109
San Juan, P.R. 00901**

Position Overview: The incumbent assists in managing the judges' case load and provides courtroom assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. For a detailed position description please go to www.pr.uscourts.gov.

Minimum Qualifications: Bachelor's Degree or Equivalent. Fully bi-lingual (English and Spanish). Strong oral and written communication skills. Excellent interpersonal, analytical and problem solving skills. Minimum of 3 years of professional experience. Familiarity with, and ability to interpret and apply a body of rules is essential. Strong computer knowledge including web based applications.

Preferred skills: Knowledge of bankruptcy rules and procedures.

Information for Applicants: The court will only communicate with those individuals invited for a personal interview. Interviews will be conducted in English, written tests might be administered. The court will not pay for relocation expenses.

Employees of the United States Bankruptcy Court are "Excepted" appointments. Employees are considered "At Will" judicial employees and are subject to a one (1) year probationary period. This position is subject to mandatory Electronic Funds Transfer (EFT) for salary payment.

Only fully qualified applicants will be considered for interview.

AN EQUAL OPPORTUNITY EMPLOYER