



UNITED STATES BANKRUPTCY COURT DISTRICT OF PUERTO RICO
José V. Toledo Federal Building & US Courthouse
300 Recinto Sur St. Suite 134, San Juan PR 00901
MARÍA DE LOS ÁNGELES GONZÁLEZ, CLERK OF COURT

AMENDED VACANCY ANNOUNCEMENT No. FY 17-02

Position Title: Case Management Supervisor
Type: Full-Time Permanent
Grade/ Salary: CL 27 (\$48,170 to \$78,270 per year, depending on qualifications, plus 3.66% of Cost of Living Allowance)
Opening Date: December 16, 2016
Closing Date: Open Until Filled
Who May Apply: Qualified Applicants
Location: Ponce, Puerto Rico

PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY.

OVERVIEW: This position provides oversight and management to a group of case managers responsible for performing work related and operational processes and procedures of Case Management/ Electronic Case Filing (CM/ECF) system activities and certain court functions.

MINIMUM QUALIFICATIONS: For CL-27, two years of specialized experience with one year equivalent to work at CL 26 are required. Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and have at least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered.

COURT PREFERRED SKILLS AND REQUIREMENTS: Bachelor's Degree in Business Administration or related area. Experience in a court environment or legal field is preferred. The ideal candidate must demonstrate proactive leadership that adapts to change and adjusts to the court's changing needs; demonstrated ability to meet commitments and accept accountability; strong customer service and interpersonal skills; ability to effectively communicate information to internal and external customers in a timely manner; ability to perform a wide variety of tasks and to analyze problems and assess the practical implications of alternative solutions. Must possess a positive attitude, integrity, tact, good judgement and initiative.

BENEFITS: Employees appointed under excepted appointments are eligible for health and life insurance coverage, leave, retirement benefits, participation in the Thrift Savings Plan (TSP), and the judiciary's supplemental benefits.

INFORMATION FOR APPLICANTS: Employees of the judiciary are AT-WILL employees. Applicants must be citizens of the United States of America or be eligible to work in the United States. The selected candidate will be subject to background check and subsequent favorable suitability determination as a condition of employment. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. Only applicants who are interviewed in person will receive a written response regarding their application status. False statements or

VACANCY ANNOUNCEMENT NO. FY 17-02

Case Management Supervisor

Page 2

omissions of information on any application materials may be ground for non-selection. In the event that a position becomes vacant within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position. Selectees will be subject to a six months probationary period. The Court is not authorized to reimburse travel expenses for interviews or relocation.

HOW TO APPLY: For consideration, applicants must submit a cover letter, resume, and application (form AO 78 available at <http://www.uscourts.gov/forms/AO078.pdf>) in WordPerfect, MS Word or PDF format by e-mail to Human_Resources@prb.uscourts.gov. Incomplete applications will not be considered. You may also mail or hands deliver your completed application to:

US Bankruptcy Court for the District of PR
Attention: Human Resources Office
José V. Toledo Federal Bldg. US Courthouse
300 Recinto Sur Street, Suite 134
San Juan, PR 00901

THE US BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement.