



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

## VACANCY ANNOUNCEMENT NO. FY 15-01 (AMENDED)

**Position Title:** Case Manager (More than one position may be filled)  
**Type:** Full-Time Permanent  
**Grade/ Salary:** CL 24-26 (\$35,055 to \$69,289 per year, depending on qualifications, plus 4.20% of Cost of Living Allowance)  
**Opening Date:** April 16, 2015  
**Closing Date:** Open Until Filled  
**Who May Apply:** Public  
**Location:** Ponce, Puerto Rico

**Job Summary:** Case managers perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. They receive and review incoming court documents for conformity with federal and local rules, and perform customer service for the purpose of providing procedural information. Employees at this level also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately.

**Minimum Qualifications:** High school graduation or equivalent and the following: for CL 24, one year of specialized experience equivalent to work at CL-23; for CL 25, one year of specialized experience equivalent to work at CL-24; and for CL 26, one year of specialized experience equivalent to work at CL-25. Specialized experience is defined as 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.

**Court Preferred Qualifications:** A Bachelor's Degree from an accredited college or university is desirable. Professional demeanor at all times, be detail-oriented, and possess strong organizational skills. CM/ECF experience is highly desirable as well as experience with WordPerfect, Microsoft Word and Adobe Acrobat.

**Required Competencies (Knowledge, Skills, and Abilities):** Knowledge of local court rules, practices, procedures and forms. Knowledge of purpose and format of legal documents. Knowledge of where to distribute documents. Knowledge of how to process, issue and certify documents. Knowledge of procedures for public access to court files. Knowledge of legal

VACANCY ANNOUNCEMENT NO. FY 15-01

Case Manager

Page 2

terminology. Knowledge of basic documents. Skill in making docket entries. Knowledge of documents required for closing cases. Knowledge of and compliance with the Code of Conduct for Judicial Employees and confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Skill in typing and use of word processing equipment. Knowledge of requisite court computer programs. Ability to use office equipment. Skill in using automated systems and equipment to review dockets and documents. Skill in using automated case management systems. Ability to communicate effectively in both Spanish and English, orally and in writing, to individuals and groups in order to provide information and advice filers of errors. Ability to communicate with parties and answer procedural questions without providing legal advice.

**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 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 trial 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](mailto:Human_Resources@prb.uscourts.gov). You may also mail 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 UNITED STATES 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.