



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 15-02

**Position Title:** Generalist Clerk (more than one position may be filled)  
**Type:** Full-Time Temporary Not to Exceed September 30, 2015  
**Grade/ Salary:** CL 23 (\$31,652 to 51,447 per year, depending on qualifications, plus 4.20% of Cost of Living Allowance)  
**Opening Date:** April 17, 2015  
**Closing Date:** Open Until Filled  
**Who May Apply:** Public  
**Location:** San Juan, Puerto Rico

**Job Summary:** Generalist clerks assist the Court Services Team in processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. Generalist clerks serve as records and reproductions clerks and/ or case initiation clerks. They receive and review incoming court documents for conformity with federal and local rules and perform customer service.

**Minimum Qualifications:** High school graduation or equivalent and two years of general experience. General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Educational Substitutions:** Education above the high school level 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.

**Court Preferred Qualifications:** A Bachelor's Degree from an accredited college or university is desirable. 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 court procedures. Knowledge of purpose and format of legal documents. Knowledge of mailing options and requirements. Knowledge of legal terminology. Skill in making docket entries. Ability to consistently demonstrate sound ethics and judgment. Skill in operating the applicable automated equipment, sound recording system, imaging unit and copying and mailing machines. Knowledge of the telephone system. Ability to communicate effectively in both Spanish and English, orally and in writing, to individuals and groups to provide information and advise filers of errors. Ability to communicate with parties and answer procedural questions without providing legal advice.

**Benefits:** Employees appointed under temporary appointments of one year or less are eligible for health insurance coverage, leave, Social Security and Medicare.

**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.