



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 16-05

Position Title: Case Manager
Type: Full-Time Permanent
Grade/ Salary: CL 24-26 (\$35,470 to \$70,103 per year, depending on qualifications, plus 4.08% of Cost of Living Allowance)
Opening Date: July 14, 2016
Closing Date: July 31, 2016
Who May Apply: All qualified individuals
Location: San Juan, 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.

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.

PREFERRED SKILLS AND QUALIFICATIONS: A Bachelor's Degree from an accredited college or university is preferred. CM/ECF experience is highly desirable as well as experience in WordPerfect, Microsoft Word and Adobe Acrobat. Skill in operating automated equipment and telephone system. Candidate also must have excellent organizational skills, and a demonstrated ability to work in a team environment, to be effective in both oral and written communication (Spanish and English), and to handle multiple tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

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. Incomplete applications will not be considered. 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. Incomplete applications will not be considered. 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 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.