



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

Wilma Jaime de Jesús, Clerk of Court

VACANCY ANNOUNCEMENT NO. FY 23-02

Position Title: Generalist Clerk
Type: Full-Time Temporary not to exceed May 31, 2024
Grade and Salary: CL 22/1 (\$30,147) plus 2.81% of COLA
Opening Date: May 19, 2023
Closing Date: Open Until Filled
Who May Apply: Public
Location: Ponce, Puerto Rico

JOB SUMMARY: Generalist clerks assist the clerk's office in providing reception services such as receiving, screening, and referring telephone and in-person visitors, answering general inquiries from reference material. They receive and review incoming court documents for conformity with federal and local rules and perform customer service. This position reports to the court services supervisor.

REPRESENTATIVE DUTIES:

- Provides reception services such as receiving, screening, and referring telephone and in-person visitors.
- Answers general inquiries from reference material.
- Serves as a backup in making a verbatim record of court proceedings on recording system and creating detailed logs of proceedings and participants recorded.
- Assists in entering claims and legal documents into the Case Management/ Electronic Case Filing system (CM/ECF).
- Scans documents as required for docketing in the CM/ECF System.
- Makes xerographic copies.
- Screens incoming mail and handles routine matters, as authorized. Stamps and routes mail to the appropriate destination.
- Assists in performing quality control reviews of electronically filed pleadings noting errors, correcting errors, and referring them to the Court Services Supervisor.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS: High school graduation or equivalent.

COURT PREFERRED QUALIFICATIONS AND SKILLS: At least one year of general experience. A Bachelor's Degree from an accredited college or university is desirable. Ability to communicate effectively in both Spanish and English, orally and in writing to individuals and groups to answer procedural questions without providing legal advice. Skill in typing and use of word processing equipment. Skill in operating the applicable automated equipment, sound recording system, imaging, copying, and mailing machines. Consistently demonstrate sound

ethics and judgment. Knowledge of legal terminology. CM/ECF experience is highly desirable as well as experience with Adobe Acrobat, MS Outlook, and Word applications.

BENEFITS: Employees appointed under excepted appointments are eligible for health, life, dental, vision, and long-term insurance coverage, annual and sick leave, federal and local holidays, retirement benefits and participation in the Thrift Savings Plan (TSP).

CONDITIONS OF EMPLOYMENT: Employees of the judiciary are AT-WILL employees and can be terminated with or without cause by the Court. 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 an FBI fingerprint 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. Employees are required to adhere to the Code of Conduct for Judicial Employees.

HOW TO APPLY: For consideration, applicants must submit by e-mail (in PDF format) to Human_Resources@prb.uscourts.gov a cover letter, a resume, and a completed Federal Judicial Branch Application for Employment available at <https://www.prb.uscourts.gov/employment>.

Incomplete applications will not be considered. 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. If 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. Selectee will be subject to a three-months probationary period. The Court is not authorized to reimburse travel expenses for interviews or relocation. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement.

THE US BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.