



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 26-05

Position Title: Court Services Clerk
Type: Full-Time Temporary Not-to-Exceed One Year and a Day
Grade and Salary: CL 24 (\$44,701 to \$72,654), plus 2.49% of Cost-of-Living Allowance (COLA). Salary is based on experience and qualifications.
Opening Date: Monday, March 9, 2026
Closing Date: Open until filled
Who May Apply: Qualified individuals
Location: Ponce, Puerto Rico

JOB SUMMARY – Court services clerks perform various functions, maintain and process case information, and manage the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. They perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity, taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

REPRESENTATIVE DUTIES – The following are intended to provide generalized examples of major duties and responsibilities of this position:

- Prepare and process notices for mailing. Make summary entries on all documents and proceedings. Assign claim numbers. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review, and process documents. Prepare deficiency worksheet/notice. Review filed documents to determine conformity and take appropriate action, and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Refer cases to judges or court attorneys for action. Rule on motions as permitted by local rules.
- Check for prior or prohibited filing.
- Create and process a new case file. Open cases in the case management system. Docket initial opening events. Sort, classify, and file case records. Maintain the integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pick up, and sort mail. Process mail. Process e-mail received from electronic

filers. Maintain the mail meter and meter log. Receive and stamp incoming documents. Maintain court files.

- Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracking records. Assist the public in the use of computerized databases. Provide basic information to the public, the bar, and the court.
- Record court proceedings. May organize exhibits used in court proceedings, assisting with the orderly flow of proceedings.
- Assist in recording court proceedings. May organize exhibits used in court proceedings, assisting with the orderly flow of proceedings.
- Serves as backup to the cashier. Inform customers of required fees. May receive payments and issue receipts.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on the claims register. Transmit notices to the Bankruptcy Notice Center (BNC). Ensure event codes are entered accurately.

MINIMUM QUALIFICATIONS – One year of specialized experience. 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 AND SKILLS

- Bachelor's degree from an accredited college or university.
- Ability to communicate effectively in both Spanish and English, orally and in writing, with individuals and groups to answer procedural questions without providing legal advice.
- Skill in operating automated office equipment, including sound recording systems, imaging, copying, and mailing machines.
- Ability to accurately review, process, and docket legal documents while ensuring compliance with court rules and procedures.
- Consistently demonstrate sound ethics and judgment.
- Familiarity with court procedures, legal terminology, and rules of procedure.
- Experience with Case Management/Electronic Case Filing (CM/ECF).
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).

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. A fingerprint and criminal record check will be conducted. 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](#). Selectees will be subject to a three-month probationary period.

HOW TO APPLY – For consideration, qualified applicants must provide the following by e-mail (in PDF format) to Human_Resources@prb.uscourts.gov:

- An introductory cover letter,
- A resume,
- A completed Federal Judicial Branch Application for Employment (AO 78), 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 grounds 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. 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.