

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA**

Vacancy Announcement #2003-14

POSITION: Records & Reproduction Clerk

LOCATION: Augusta Georgia

STARTING SALARY: CL 22/01 (\$20,541)

POTENTIAL Salary Progression To Full Performance Range: \$20,755 - \$33,432

CLOSING DATE: Monday, October 20, 2003 by 5:00 p.m.

POSITION OVERVIEW

The Augusta Division of the Clerk's Office is seeking applicants for a temporary indefinite appointment as a Records and Reproduction clerk. This position requires the candidate to retrieve, image, sort, classify, file and transport case records. Candidate must have daily use of personal vehicle and proof of a valid driver's license. Mileage is reimbursable. Candidate must be capable of lifting and relocating boxes weighing as much as 75 pounds. Candidate must maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Incumbent will prepare and ship records to the appropriate Federal Records Center for storage purposes. Candidate will operate a variety of copying, imaging and automation equipment.

GENERAL EXPERIENCE

Candidate must be a team player who is dependable, detail oriented and able to work in a multitask, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Qualified applicants should have one year progressively responsible clerical experience, good computer, communication and interpersonal skills with a demand for accuracy and quality assurance. A high school diploma or equivalent is required. Applicants must maintain a valid driver's license and must have daily use of a personal vehicle for transporting files. Applicants must be capable of lifting and relocating boxes weighing as much as 75 pounds.

INFORMATION FOR APPLICANTS

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Ethics and Conduct. The United States Bankruptcy Court's hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. Due to the volume of applications usually received, the best-suited applicants will be invited for group testing and personal interviews.

- ◆ Applicants selected will be notified by telephone and/or mail;
- ◆ Applicants selected for interviews are subject to National Crime Information Center (NCIC) background check;
- ◆ The best suited applicant meeting the needs of the court will be selected;
- ◆ All appointees are required to be in a one-year probationary status; this status is determined by length of the appointment and job performance;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;
- ◆ In the event that a position becomes vacant in a similar classification, 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;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ Candidate may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ◆ A mandatory electronic direct deposit of salary payments is required;
- ◆ To ensure consideration all resume requirements must be received prior to closing date;
- ◆ **Incomplete applications will not be considered.**
- ◆ **No telephone or electronic inquiries will be permitted.**

Benefits:

- ◆ Accrue 13 to 26 days of paid vacation per year depending on length of federal service;
- ◆ Accrue 13 days of sick leave per year;
- ◆ Ten paid federal holidays per calendar year;
- ◆ Participation in a pre-tax Federal Employees Health Insurance Program;
- ◆ Participation in Group Life Insurance, Long-Term Care Insurance and Long-Term Disability programs;
- ◆ Participation in a pre-tax Flexible Spending Account;
- ◆ Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan.

Submit Resume, Salary History and three(3) Professional References via facsimile or mail to:

*Human Resources Manager
United States Bankruptcy Court
Confidential Announcement # 2003-14
P. O. Box 8347
Savannah, GA 31412
or
Fax to: 912-650-4135*

AN EQUAL OPPORTUNITY EMPLOYER