

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

**VACANCY ANNOUNCEMENT #2004-05**

**POSITION:** Records & Reproduction Clerk (\*Part-time 20 hrs a week/Not-to-Exceed 9/30/2004)

**LOCATION:** Augusta Georgia

**STARTING SALARY:** CL-21/01 - \$16,681 (Salary Rate is based on a 40 hour work week)

**CLOSING DATE:** Friday, April 9, 2004 by 5:00 p.m.

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**POSITION OVERVIEW** The duties and responsibilities include but are not limited to sorting, classifying and filing case records; operating a variety of copying, imaging and automation equipment; retrieving files and making copies of records for court personnel, attorneys and others, as well as creating electronic images by scanning official documents for public access. Incumbent will maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents and perform other duties as assigned.

**QUALIFICATIONS** Qualified applicants must have general business experience that has provided basic knowledge of, and skill in, filing, telephone usage, record keeping, and computer skills with a demand for accuracy and quality assurance. A high school diploma, GED or the equivalent is required. The individual selected should possess good communication and interpersonal skills. This position requires a mature, self-motivated person who is dependable and detail oriented. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required. Experience with WordPerfect, Excel, LOTUS 1,2,3 is preferred.

**INFORMATION FOR APPLICANTS** Employees of the United States Bankruptcy Court are "AT WILL" employees and work at the pleasure of the court and are required to adhere to the Judicial Employees Code of Conduct.

- ◆ \*Part-time 20 hour work week; anticipated work hours are \*8:30 a.m. - 12:30 p.m., Monday thru Friday;
- ◆ Due to the volume of applications received communication will be with those individuals who will be tested or interviewed for the positions.
- ◆ Interviewees are subject to a full National Crime Information Center (NCIC) background check;
- ◆ The applicant who best fits the needs of the court will be selected;
- ◆ Appointee is subject to probationary status;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer 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;
- ◆ Appointees may be removed from this position at any time if, after reasonable on-the-job training, the appointee 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;
- ◆ More than one position may be filled within this job announcement;
- ◆ Incomplete applications will not be considered.
- ◆ **No telephone or electronic inquiries will be permitted.**

**Submit Resume, Salary History along with three Professional References via Facsimile or Mail to:**

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*United States Bankruptcy Court  
Confidential Announcement # 2004-05  
P. O. Box 8347  
Savannah, GA 31412  
or  
Fax to: 912-650-4135*

**An Equal Opportunity Employer**