UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement #2009-02

POSITION: Data Quality Analyst (Full-time Indefinite)

LOCATION: Savannah, Georgia

STARTING SALARY: CL 26/01 - CL 26/61 ($41,070 to $66,757 annualized) depending upon qualifications. Potential salary progression to CL 27 without further competition

CLOSING DATE: February 13, 2009

POSITION OVERVIEW: This is a full-time indefinite position located in the Operations Section of the U.S. Bankruptcy Court, Southern District of Georgia, Savannah Division. The Data Quality Analyst, through consistent monitoring and quality assurance, reviews, develops, analyzes, advises, trains, reports, and coordinates all aspects of data quality within the Clerk's Office

REPRESENTATIVE DUTIES:

- Regularly monitor CM/ECF procedures and user input into the system in order to achieve case management objectives and accuracy standards.
- Assist the clerk, chief deputy, and deputies in charge with the overall responsibility of managing the accuracy of CM/ECF data.
- Coordinate the training of case managers, chamber's staff, and external users in CM/ECF procedures, including changes resulting from CM/ECF release updates.
- Draft and update CM/ECF procedure manuals, quality assurance standards, forms and events.
- Prepare statistical reports concerning CM/ECF quality assurance and errors for management staff
- Identify areas in CM/ECF which need improvement such as inconsistencies in data entry in case opening/closing, party names, attorney names/addresses, attorney additions, event and relief code choices, new and amended dictionary events, scheduling/termination of deadlines, document linkage, editing activity, and case assignments.
- Work directly with users to explain the causes of errors found and actions necessary to prevent reoccurrence. Evaluate and recommend corrective action and devise relevant training on specific events or case types where necessary. Establish and maintain quality control procedures and standards.
- Serve as liaison between operations staff and automation staff.

- Continually analyze CM/ECF processes and procedures for necessary enhancements to streamline court operations and improve data accuracy.

- Modify, implement, and monitor the CM/ECF events dictionary and analyze the impact of release updates on court procedures.

- Manage CM/ECF user account information for internal court users, government agencies, and external users.

QUALIFICATIONS: To qualify for this position an applicant must be a high school graduate, or equivalent, with a minimum of three (3) years specialized administrative/clerical experience. To qualify for the CL 26 level, one (1) of the three (3) years specialized experience must be equivalent to work at the CL 25 level. Applicant must have in-depth docketing experience with CM/ECF (Case Management/Electronic Case files). Position requires incumbent to present a professional demeanor at all times, possess tact, strong organizational, analytical, and verbal/written communication skills. Attention to detail, accuracy, exceptional computer skills and technical expertise required. College degree, higher education courses, and/or prior court/legal experience is preferred.

SPECIALIZED EXPERIENCE: Specialized experience most applicable will have been obtained in a federal court or related legal field. This experience includes broad knowledge of the Bankruptcy Code and Rules, specialized legal terminology, local rules and procedures concerning the progression of cases filed under the Bankruptcy Code. Extensive knowledge of CM/ECF, WordPerfect, Excel, Adobe Acrobat, Internet browsers and scanning software/systems required.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level at accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

INFORMATION FOR APPLICANTS

Employees of the United States Bankruptcy Court serve on an "AT WILL" basis and are required to adhere to a Code of Conduct.

- The applicant who best suits the needs of the court will be selected;
- 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 and FBI fingerprint analysis;
- Appointees 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;
- 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;
- 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;
- More than one position may be filled through this announcement;
- Duty station assignments are at the discretion of the Clerk of Court.
- This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.

- The United States Bankruptcy Court is an Equal Opportunity Employer.
- Applicant must be U.S. citizen or eligible to work in the United States;
- Subject to funding and statutory limits, current judiciary employees may qualify for relocation expenses.

BENEFITS: Employees of the United States Bankruptcy Court are entitled to benefits which include the federal retirement system, health, dental, vision and life insurance programs, paid holidays, leave accrual, and periodic salary increases.

Submit Resume via Facsimile, Mail or Email to:

United States Bankruptcy Court
Confidential Announcement #2009-02
P. O. Box 8347
Savannah, GA 31412

or

Fax to: 912-650-4135

or

laura_mclaren@gas.uscourts.gov