

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

<https://www.gasb.uscourts.gov>

Vacancy Announcement # 2023-2

POSITION: Generalist Clerk

POSITION TYPE: Permanent position. Full-time or part-time (20 hours per week).
More than one position may be filled.

LOCATION: Brunswick, Georgia

SALARY RANGE: \$30,147 - \$49,020 (CL22)
Starting salary commensurate with qualifications and experience.

CLOSING DATE: Open until filled.

POSITION OVERVIEW:

This is an entry level operational court support position located in the Clerk's Office. The incumbent performs cashier and customer service duties. Responsible for the timely processing and distribution of mail. Scans court documents, performs data entry, maintains records, and operates office equipment. Answers routine calls, provides basic case information to the bar, public, and trustees. Assists the public in the use of computerized databases. Informs customers of required fees, receipt payments, and issues receipts. Secures collected funds in the cash register and balances cash drawer at the end of day. Administrative, case administration, and back-up support duties within the Clerk's Office as assigned.

MINIMUM QUALIFICATIONS:

Candidates must be a high school graduate or equivalent and possess two years of progressively responsible administrative or clerical experience such as that obtained in a court, bank, law firm, real estate office, or other work that demonstrates experience in the use of automated systems, word processing, data entry, cashiering, and records management. The successful candidate must possess excellent computer and data entry skills; sound judgment with the ability to apply concepts to determine the appropriate action to be taken; excellent communication, organizational, and customer service skills; attention to detail; exceptional verbal and written communication skills; the ability to work harmoniously in a team environment, and the ability maintain a professional appearance and demeanor at all times.

BENEFITS:

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employee's Retirement System, and the Thrift Savings Plan. For more information about the major benefits offered to federal employees, visit the benefits website at www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS:

- Employees of the United States Bankruptcy Court serve under excepted appointments and reconsidered "at will" employees.
- Judiciary employees must adhere to a Code of Conduct.
- Relocation assistance is not available.

- 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, at any time without prior written or other notice.
- In the event a position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.
- Mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Only candidates selected for interview will be contacted.
- This is a “sensitive” position within the Judiciary. Employment will be considered provisional pending successful completion of an FBI fingerprint background check.
- The Bankruptcy Court is an Equal Opportunity Employer.

HOW TO APPLY:

Submit cover letter, resume, three (3) professional references, and a completed Federal Judicial Branch Application for Employment ([Form AO-78](#)) as a single PDF document to: lainie_saul@gas.uscourts.gov.

[Form AO-78](#) is available on the Court's website, <https://www.gasb.uscourts.gov/> under [Court Information > Employment](#).

Include **Confidential Announcement #2023-2** in the subject header of the email.

An application is considered complete when all the required documents are properly submitted as instructed above. Incomplete application packets will not be considered.

