

**UNITED STATES BANKRUPTCY COURT**  
Western District of Kentucky  
Announcement Number 17-03



**POSITION:** Intake Clerk

**LOCATION:** Louisville, Kentucky

**STARTING SALARY:** CL 24 - \$36,026 - \$58,601

**CLOSING DATE:** July 6, 2017 by 5:00 p.m. (Eastern Time)  
No late applications accepted

**POSITION OVERVIEW:**

The U.S. Bankruptcy Court for the Western District of Kentucky is accepting applications for the position of full-time Intake Clerk. The Court is seeking a well-organized, detail-oriented individual who possesses exceptional interpersonal skills and enjoys working with the public. The Intake Clerk performs a variety of case processing and customer service duties.

**REPRESENTATIVE DUTIES:**

- Receive and screen incoming documents to determine conformity with appropriate rules, practices and court requirements. File documents meeting requirements. Process documents or route documents to proper offices/persons after acceptance.
- Open new cases and enter documents in the court's electronic filing system.
- Collect and receipt fees in accordance with internal controls procedures. Secure funds, balance cash drawer at end of the day and process credit card payments.
- Respond to internal and external requests for copies, certifying upon request.
- Assist with the retrieval, cataloging and shipping of documents to the Federal Records Center.
- Act as the customer service point-of-contact for the court and furnish information to a wide variety of the court's internal and external customers. Answer customer inquiries regarding status of cases and provide procedural information.
- Assist attorneys and the public in accessing case information via computerized databases.
- Operate a variety of copying, scanning and records equipment. Answer and route incoming calls.
- Perform other operational support duties as assigned.

**QUALIFICATIONS:**

Candidates must have a high school diploma or equivalent. Bachelor's degree and administrative experience are preferred. The successful candidate should demonstrate:

- Excellent organizational skills, attention to detail and experience handling multiple tasks and projects;
- Excellent verbal and written communication skills and the ability to work effectively with a variety of people, either in person or on the phone;
- Ability to maintain professional demeanor, exercise mature judgment and be a dependable and flexible team participant;
- Proficiency in using automated systems; and
- Ability to work with strict deadlines in a fast paced environment

## **BENEFITS:**

Employees of the U. S. Bankruptcy Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-term Care Insurance
- Credit for prior federal government service

## **INFORMATION FOR APPLICANTS:**

- This position is regular and full-time.
- Applicant must be a U.S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only candidates selected for interview will be notified.
- Incomplete submissions will not be considered.

## **HOW TO APPLY:**

To apply, qualified applicants should submit 1) a cover letter summarizing related skills and interest for the position, 2) a resume and 3) an AO78, Application for Federal Judicial Employment (available on our website), via email to:

[HR@kywb.uscourts.gov](mailto:HR@kywb.uscourts.gov)

Emailed documents MUST be in PDF format for acceptance.

For additional information on the United States Bankruptcy Court and to obtain the AO78 Application, visit our web site at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov).

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER