United States Bankruptcy Court
Western District of Texas

Posting 2002-01INTAU

TEMPORARY APPOINTMENT

OPEN: October 16 thru October 31, 2001

POSITION: Intake Clerk (**temporary** appt. not to exceed one year and a day)

LOCATION: 903 San Jacinto Blvd., Suite 322, Austin TX 78701

SALARY: CL 24 (Rest of the United States) Starting Salary: $25,933.00

Position Overview:

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Files documents meeting requirements. Collects and issues receipts for appropriate fees to include processing credit card payments. Opens cases on Case Manager/Electronic Filing System (CM/ECF). Performs 100% Quality Assurance on new case filings. Verify's that petitions and creditors have been added to new cases, then generates 341(a) meeting notice. Routes paper to proper offices/persons after acceptance. Acts as receptionist and furnishes information to a wide variety of people within and outside of the court. Public assistance is provided on a daily basis on the phone and in person. The incumbent will primarily be responsible for assisting customers on CM/ECF aspects of the public filing station. Other duties as assigned.

Minimum Qualification Requirements:

This position requires at least 4 years of clerical or administrative experience. At least two years of this experience should be related to the knowledge of office clerical practices such as filing, telephone usage, record keeping, routine use of keyboard skills, sorting and distribution of mail, and the demonstrated ability to apply a body of rules, regulations, directives or laws. Outstanding customer service, strong communication, organization and computer skills required. Must be able to process a high volume of paperwork, handle more than one task at a time and prioritize and manage their own workload. The qualified applicant should have experience with WP8 for Windows, Adobe Acrobat, Internet browers. A general knowledge of Bankruptcy procedures and experience with the BANCAP or CM-ECF application is preferred.

Application Procedures: Candidates interested in applying should submit a cover letter and resume with a salary history to Patty De La Garza, Human Resources 2002-01INTAU at 615 E. Houston, Suite 546, San Antonio, Texas. Information must be received in Human Resources no later than 5:00 p.m. on October 31, 2001. Candidates will be required to complete a written general skills and automation test. This is a temporary position not exceed one year and one day.

Expenses for interviews or relocation are not authorized for reimbursement. This position is subject to mandatory electronic deposit of salary payments.