



**TIM J. ELLIS**  
CLERK OF COURT

# CAREER OPPORTUNITY

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## UNITED STATES BANKRUPTCY COURT DISTRICT OF WYOMING

Position:	Generalist Clerk
Classification Level:	CL 24-25
Salary Range:	\$37,245-\$66,888
Location:	Cheyenne, Wyoming
Opening Date:	July 1, 2019
Closing Date:	August 5, 2019
Number of Positions:	One
Vacancy Number:	19-01

### POSITION OVERVIEW

The United States Bankruptcy Court for the District of Wyoming seeks to fill the position of Generalist Clerk. The Generalist Clerk performs a variety of duties, including receiving, reviewing, filing documents, and maintaining court files in compliance with federal and local rules and procedures. The incumbent is the initial contact of the Clerk's Office with the general public, litigants, the Bar, and as such performs customer service and cashier duties, collects court fees, and provides procedural information.

The court is located at 2120 Capitol Avenue, Cheyenne, WY 82001.

### Representative Duties

The duties listed below may include but are not limited to the following:

- Performs case intake and provides information. The incumbent receives and opens new cases and files other court-related documents; responds to telephone inquiries and public counter information requests; receives money and writes receipts; scans documents; provides copies of documents to the public and handles archive requests.
- Closes out the cash register and balances daily cash receipts.
- Maintains the official case record from opening to final disposition, and is responsible for making summary entries of documents and proceedings in the CM/ECF system.
- Assists in case management by ensuring that all automated entries are appropriately linked. Prepares and transmits notices and orders to appropriate parties. Performs quality assurance on cases filed electronically.

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- Processes outgoing postage and UPS shipments.
- Performs scanning and miscellaneous projects.
- Performs other duties as assigned.

## QUALIFICATIONS

**Minimum Qualifications:** Candidates must have a high school diploma or equivalent. To be eligible for appointment at CL 24, a candidate must possess a minimum of one year of specialized experience equivalent to work at CL-23.

**Specialized experience** is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**Desired Qualifications:** Bachelor's degree from an accredited college or university. Experience in a legal setting and CM/ECF (Case Management/Electronic Case Filing) experience is highly desirable.

### **Candidates must also demonstrate:**

- A consistent past employment record.
- Experience in dealing with routine and complex assignments.
- Excellent typing and proofreading skills.
- A demonstrated ability to think through, analyze, and interpret written communications.
- Ability to prioritize tasks and work assignments.
- Superior oral and written communication skills.
- A professional demeanor and appearance appropriate for a law, or professional office environment.

## BENEFITS

- A minimum of 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Retirement benefits.
- Optional participation in Thrift Savings Plan.
- Optional participation in choice of Federal Employees Health Benefits.
- Optional participation in choice of Federal Employees Group Life Insurance.
- Optional participation in the Flexible Benefits Program.
- Optional participation in the Commuter Benefit Program.



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## HOW TO APPLY

Qualified persons interested in being considered for this position are invited to submit a resume, a cover letter and application form (AO 78) available at [www.wyb.uscourts.gov](http://www.wyb.uscourts.gov). **Applications must be received by August 5, 2019 to receive consideration.**

All application materials are to be sent to:

U.S. Bankruptcy Court  
District of Wyoming  
ATT: Human Resources - CONFIDENTIAL  
2120 Capitol Ave. Ste. 6004  
Cheyenne, WY 82001

If your application packet does not provide all information requested, you may lose consideration for this position.

As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees.

Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to interview.

The United States Bankruptcy Court for the District of Wyoming is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement.

Applicants selected for interviews must travel at their own expense. The first year of employment is considered a probationary period.

\*Starting salary commensurate with work experience, previous federal government service, and prior pay history.

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