



**United States Bankruptcy Court  
for the District of Arizona  
230 North First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000**

**Vacancy Announcement  
Announcement #09-14 PHX**

Position: Bankruptcy Generalist(s)  
(Multiple positions may be filled with this announcement)

Location: Phoenix Office

Position Type: Full-Time Temporary (1 year 2 weeks from date of appointment) with possibility of being extended or converted to permanent status.

Salary Range: \$31,087 - \$38,860 (CL 23, Step 1 - 25) \*  
\$34,428 - \$43,037 (CL 24, Step 1 - 25) \*  
Depending upon qualifications, experience, and education.\*  
Promotion potential up to CL 25 (\$38,006 - \$47,534)\*

Opening Date: August 7, 2009

Closing Date: August 16, 2009

---

**Introduction:**

The position(s) will be located in the Phoenix Office. The Bankruptcy Generalist performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The Bankruptcy Generalist also interacts with the public in person and on the telephone, judges and their staff, other clerk's office staff and members of the bar.

**Representative Duties and Responsibilities Include:**

Receives, scans, and reviews documents to determine conformity with appropriate rules, practices, and/or court requirements. Performs cashier functions; retrieves files and makes copies of records for court personnel, attorneys, and others. Files documents meeting requirements. Routes documents to proper offices/persons after acceptance. Acts as receptionist and furnishes information to a wide variety of people within and outside of the court. Assures assignment of case numbers and randomly assigns cases to judges. Makes entries on the docket of certain documents in certain proceedings. Creates and updates certain matrix mailing lists which includes addresses and nature of addressees. Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Prepares and ships records to the appropriate Federal Records Center and retrieves records from centers when needed. Performs other duties as assigned.

**Minimum Qualifications:**

Incumbent must be a high school graduate or equivalent and two years of general experience for placement at the CL 23, step 1. For placement at CL 23, step 2 through and including step 25 (considering competitive factors and an evaluation of quality of experience), at least one year of specialized experience.

For placement at the CL 24, step 1, one year specialized experience equivalent to work at the CL 23. For

placement at the CL 24, step 2 through and including step 25, at least two years of specialized experience equivalent to work at the CL 23

For placement at the CL 25, step 1, one year specialized experience equivalent to work at the CL 24. For placement at the CL 25, step 2 through and including step 25, at least two years of specialized experience equivalent to work at the CL 24.

Salary is commensurate with the experience and education of the applicant and is limited to the maximum allowable.

**General Experience:**

Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

**Preferred Skills:**

Knowledge of bankruptcy clerical processing procedures and terminology. Ability to meet and communicate effectively with a variety of people. Experience providing customer service to a variety of people in a fast-paced public environment. Skill in using applicable automated systems. Ability to work harmoniously and effectively in a team based environment. Bilingual (Spanish/English) preferred.

**Applicant Information:**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

\*Any promotions are subject to approval by the Administrative Office of the U.S. Courts and would be effective only when funds become available.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Applicant must be a United States citizen or eligible to work in the United States.

This position is subject to a mandatory FBI fingerprint background investigation with periodic reinvestigation.

Travel and relocation expenses can not be reimbursed.

**How to Apply:**

Submit your resume or application form AO 78 along with three business references to:

U.S. Bankruptcy Court  
Attention: Annette Fischer  
230 N. First Ave., Ste. 101  
Phoenix, AZ 85003-1727  
email: [human\\_resources@azb.uscourts.gov](mailto:human_resources@azb.uscourts.gov)

Application form AO 78 may be found at: <http://www.azb.uscourts.gov/Documents/ao78.pdf>  
(Include Announcement No. 09-14PHX on your application.)

**Benefits Information:**

Employees of the United States Bankruptcy Court are "At-Will" employees and are *not* covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- **Annual leave**
- **Sick leave**
- Optional enrollment in a **federal health insurance program, FEHPB.**
- Optional enrollment in a **federal employees group life insurance program, FEGLI.**
- Optional enrollment in a **federal employees group long-term disability insurance program, FEDFIRST.**
- Optional enrollment in a **flexible spending program** - Pre-tax contributions to cover annual medical, dental, optical expenses.
- Optional enrollment in **long term care insurance** - available to employees and to eligible family members. A choice of two plans are offered one through the Judiciary and the second through OPM.
- For employees newly hired into the federal service, mandatory participation in the **Federal Retirement System (FERS)**, which requires a small contribution to the retirement fund. Eligible for an annuity after 5 years (at age 62) of creditable service with annuity amount dependent on age and years of service. May also be eligible for an annuity at a younger age with more years of creditable service. Full social security coverage is also provided.
- Voluntary participation (up to IRS maximum) in the **Thrift Savings Plan (TSP)** with before-tax savings and tax-deferred investment earnings. The TSP is similar to 401k plans and entitles eligible employees to a 1% automatic government contribution. Employee contributions of up to 5% are matched by the government.
- Ten paid **federal holidays** per year.
- Public transportation subsidy (dependent on fiscal year funding).
- **Creditable service** time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer.**