

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 20-03



Pocatello, Idaho
www.id.uscourts.gov

Position Details

Job Grade: CL-24 (Promotable to a CL-25 without further competition)
Salary Range: \$38,298 - \$68,808 DOE

Closing Date: Open until filled. Preference given to applications received before close of business, Friday, October 30.

Materials must be submitted to:

careers@id.uscourts.gov
Attn: Erica Langton, Human Resources Specialist

Applicants must provide (all in one PDF attachment):

1. Letter of interest
2. Current résumé
3. Completed AO-78 (see below)

Operations Specialist

The consolidated United States District and Bankruptcy Courts for the District of Idaho are accepting applications for the position of **Full-Time Operations Specialist**. There are three offices within the District of Idaho: Boise, Coeur d'Alene, and Pocatello. Assignment of the position is in our Pocatello office.

Note: More than one position may be filled using the applicant pool from this posting.

The consolidated United States District and Bankruptcy Courts for the District of Idaho invites applications for the position of Full-Time Operations Specialist. Operations Specialists perform various functions and are 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. They perform case administration functions such as noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings. Operations Specialists may also perform duties related to petit and grand jury processes as well as provide back-up support in the courtroom.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.

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Representative Duties:

- Check for prior or prohibited filing. Accept appropriate documents for filing. Open cases in case management system. Assign case numbers, judge, and trustee if necessary. Docket initial opening events. Dockets Clerk's judgments, issues summonses and subpoenas, makes certified copies, and signs writs.
- Maintain official case record in an electronic case filing environment. Review documents for accuracy, completeness and conformity with the bankruptcy and district rules, and ensure all documents are filed. Assists in case management by ensuring that all automated entries are properly docketed and appropriately linked for proper case management. Ensure data quality. Transmit notices to the Bankruptcy Noticing Center (BNC).
- Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to: pleadings, petitions, motions, complaints, minutes, and orders. Take appropriate action on filed documents and orders.
- Quality assures all docket entries made by attorneys, courtroom deputies, finance and chambers staff and makes appropriate changes, corrective entries, etc. Monitor case activity, deadlines and status.
- Researches and responds to inquiries of status obtained. Prepares, ships and retrieves records from the appropriate Federal Records Center. Scans, copies, and files documents accordingly.
- Assists attorneys and their staff in filing documents correctly in CM/ECF.
- Perform duties relating to petit and grand jury selection. Monitor and record the jury questionnaire process, juror attendance, and selection. Provide support and assistance to jurors during jury service. Prepare and mail summons notices and forms. Process returned summons, including data entry and preparation of excusal letters. Operate the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections. Maintain and update the inbound and outbound telephone calls through use of interactive voice response system for summoned and trial jurors. Maintain and update demographic and other information on juror candidates. Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and or advise jury administrator on non-compliant jurors. Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom.
- Provide court coverage as needed.
- Answer and route incoming calls and assist the public at the Clerk's Office intake counter. Provide basic information to the public, bar, and the court.
- Perform cashier duties according to internal control procedures. Collect appropriate fees and accept deposit of cash for appearance bonds, cash release, and cash cost bonds in admiralty cases. Issue receipts. Secure funds in cash register and balance cash drawer at end of the day.
- Serve as naturalization clerk.
- Process incoming and outgoing mail.
- Perform other duties as assigned.

Minimum/Required Qualifications:

- CL-24: One year of specialized experience equivalent to work at the CL-23, which is defined overall as 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 and 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.
- Ability to maintain strict confidentiality and work under deadlines. Able to perform duties independently with a strong attention to detail.

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Court Preferred Qualifications:

- Prior court and/or legal experience.
- A Bachelor's degree in a relevant field of study, to include Political Science, Criminal Justice, Business Administration, Public Administration or similar.

Process/Disclosures:

*Application forms (AO-78) are available on our website in fillable format at http://www.id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm, or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER