



**U.S. Bankruptcy Court,
Middle District of Tennessee**
701 Broadway
Nashville, TN 37203

Benefits

Federal benefits include:

- Paid Vacation
- Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance, which includes medical and dependent care reimbursement.

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U.S. Bankruptcy Court – Middle District of Tennessee

Career Opportunity # 19-04

ADMINISTRATIVE SUPPORT CLERK

Position Type: One year and one day with benefits and the possibility of becoming a permanent position.
Salary Range: \$33,086 - \$53,783
(Depending on qualifications and experience)
Job Grade: CL 23 – Steps 1-61
Open Date: 01/31/2019
Closing Date: 02/15/2019 or Until Filled
Location: Nashville, TN

The U.S. Bankruptcy Court for the Middle District of Tennessee will be hiring one person for the 19-03 Intake Deputy Clerk position, OR the 19-04 Administrative Support Clerk position depending on qualifications.

POSITION OVERVIEW

The United States Bankruptcy Court for the Middle District of Tennessee is seeking an Administrative Support Clerk. The incumbent's responsibilities include providing support in areas such as secretarial support to court unit staff, managers, and/or executives, as well as a variety of administrative services such as human resources, procurement, finance, budget, space and facilities and statistical maintenance.

REPRESENTATIVE DUTIES

- Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required.
- Ensure in advance the electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Setup and arrange equipment in courtroom.
- Create electronic log notes of proceedings, including participants involved in court proceedings.
- Assist with the reconciliation of monies to be deposited by the court.
- Perform receptionist duties by greeting visitors/clients in person and on the telephone. Screen telephone calls and visitors and direct to the appropriate individual. Answer routine questions based on knowledge of staff activities and program operations.
- Prepare form letters, notices, and other correspondence using templates and forms.
- Maintain, update, and track paper and electronic files. Scan, copy, and file documents and locate and provide requested files and documents.
- Scan case files and upload documents to document storage systems. Assist operations clerks with data entry, as required.
- Transition administrative files to electronic via scanning, in accordance with the National Archives and Records Administration (NARA) schedule.



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How to Apply

Applicants must submit the following:

- 1) Cover Letter
- 2) Resume
- 3) Three professional references with contact information.

Go to our web site:
<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=th4wrus9&pos=19-04> to submit an online application, along with the items listed above.

Attachments should be submitted as Microsoft Word or Adobe Acrobat.pdf documents. Other formats are not acceptable.

Applications will be considered complete when all required attachments in proper format are received in the Human Resources Division. Applicants and/or attachments received after the closing date may not be considered.

Unsuccessful applicants will be notified by mail. Interview will be scheduled by phone. **Do not contact the court to inquire about the status of any application or the reason for rejection.**

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- Perform as receiving clerk for supplies, furniture, and equipment. Assist disposal officer with disposal of equipment and furniture. Maintain related records.
- Assist with preparation and coordination of office reorganization and/or space moves.
- Provide administrative assistance to managers, supervisors, and other staff, as required.
- Report matters concerning heating, cooling, lighting, and cleaning as needed.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Maintain, update, and track paper and electronic files: make copies and deliver documents to staff. Assist with scanning, copying, filing, stamping and locating files and documents.
- Other duties as assigned.

QUALIFICATIONS

Applicants must be a high school graduate (or equivalent) and have two years of general experience.

Generalized experience is progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire the particular knowledge and skills necessary to do the job.

Qualified applicants should have previous and extensive customer service experience involving significant public contact and personal interaction, as well as excellent oral and written communications skills. Must have the ability to independently prioritize and complete multiple tasks in a timely manner and keen attention to detail. Must have the ability to exercise sound judgment, work independently in challenging situations, have a strong work ethic, and the ability to work extended hours, if needed.

APPLICANT INFORMATION

- Applicants selected for an interview may be required to participate in skills tests that assess written and verbal skills, analytical reasoning abilities and computer knowledge.
- All promotions are subject to approval of the Administrative Office of the United States Courts.
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.
- Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking United States citizenship as explained



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below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

- 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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.
- Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.
- The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.

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