



**United States Bankruptcy Court  
Northern District of Georgia**

**VACANCY ANNOUNCEMENT**

<b>Position:</b>	<b>Mail Room Clerk</b>
<b>Location:</b>	<b>Atlanta, GA</b>
<b>Opening Date:</b>	<b>March 10, 2016</b>
<b>Closing Date:</b>	<b>March 31, 2016 or until filled</b>
<b>Salary:</b>	<b>CL 23 (\$33,484 - \$54,434) based upon qualifications</b> <i>Promotion potential to CL24 without further competition</i>

**Description of Duties:** Working as a member of the case intake team, the Mail Clerk handles a variety of duties and will routinely: retrieve incoming mail from the postal substation; open, sort and deliver mail throughout the court unit; review incoming court documents to ensure standard requirements are met; maintain control of the log for incoming checks and money orders; maintain outgoing mail logs; receive supplies and equipment delivered to the court unit; distribute paper and various supplies as needed; prepare, ship and retrieve records to and from the Federal Records Center; scan various pleadings and records received in paper form; handle phone or online requests for copies; file installment payment receipts; and, perform other duties as assigned.

**Mandatory Qualifications:**

- High school graduate or equivalent with at least two years of general work experience
- Ability to work well in a team-based, collaborative environment
- Excellent organizational and problem-solving skills
- Strong track record of exceptional customer service with both external and internal customers/clients
- Ability to communicate effectively both verbally and in writing with all levels of staff as well as the bar and the public
- Ability to operate a pallet jack
- Ability to bend, pull, push and lift up to 50 pounds as well as walk and/or stand for extended periods
- Valid driver's license and clean driving record
- Experience with Windows-based applications

**Desirable Qualifications:**

- Associate's Degree is preferred
- Previous experience with records maintenance and administration

**How to Apply:** To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Submit completed application packages to: Jennifer\_Kirksey@ganb.uscourts.gov.

Preference will be given to those applications received on or before the closing date of March 31, 2016.

Various skills assessment tests will be administered.

**Salary Considerations:** The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

**Notice to Applicants:** Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees are not generally subject to the many statutory and regulatory provisions that govern civil service employment.

**Employment Benefits:** Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employees contribution)

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