



**United States Bankruptcy Court
Southern District of Ohio
Vacancy Announcement**

CM/ECF ANALYST

Initial appointment will be for a term of one year and one day from entrance on duty. This position may be extended, or become permanent, without further advertising.

**Announcement No. 2009-2
Opening Date: May 5, 2009**

**Location: Columbus, Ohio
Closing Date: May 29, 2009 or
Until Filled (Applications received by
5:00 p.m. on May 29, 2009, will
receive first preference.)**

SALARY RANGE (CLASSIFICATION LEVEL)

CPS CL 26/01 - CL 26/61 (\$42,066.00 to \$68,375.00) or CL 27/01 - CL 27/61 (\$46,219.00 to \$75,117.00) depending upon qualifications and experience. If hired at the CL-26 level, there is promotion potential to CL-27 without further competition, depending on experience and qualifications.

POSITION OVERVIEW

This is a full time position in the Operations Section of the Clerk's Office for a term of one year and one day and reports to the Deputy in Charge. The incumbent performs data quality checks, assists in developing case management processes and ensures the accuracy and efficiency of the court's Case Management/Electronic Case Filing (CM/ECF) system. The incumbent assists Chambers and Clerk's staff by providing knowledge and tools needed to ensure continuous improvement in CM/ECF and related systems. The incumbent will assist in the development of Quality Control Procedures, Documentation of Operational Processes and docketing events.

REPRESENTATIVE DUTIES

- Evaluates and oversees a percentage of data quality assurance checks with the Clerk's Office and works with management to explain and resolve the cause of the errors reported. This involves collecting; analyzing and validating case management reports to ensure system reports and information remain accurate and complete to maintain credibility.
- Maintains a current knowledge of case processing and docketing procedures for all case types.
- Reviews, identifies and researches the accuracy, timeliness and quality of data entered into the case management database.
- Documents and analyzes continuing problems in quantity and quality of work from internal and external users and recommends necessary improvements. Prepares reports, manuals or charts that visually display the quality and quantity of work performed by each user for specified time periods and presents and explains findings to management. Responds to requests for research and reports results.

REPRESENTATIVE DUTIES (CONTINUED)

- Collaborates with members of the Business Process Review Committee (BPR) to analyze and research best practices and recommends improvements.
- Evaluates newly implemented court/clerk's office initiatives and enhancements to determine accuracy of new procedures; identifies any new quality control concerns.
- Documents and updates operational procedures in a format that staff is able to easily use. Develops and delivers operational training using various approaches that assists the staff in understanding technical changes. Assists in developing and updating training aids, and identifies whether any additional training needs exist, which include web-based manuals for Chambers and Clerk's Office Staff.
- Participates and provides presentations to internal and external users.
- Assists in the development of specific CM/ECF events and forms to satisfy local court/office needs.
- Provides feedback to management on the status of Quality Control Initiatives.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

This position requires progressively responsible work experience, the ability to exercise mature judgment, excellent verbal and written communication skills, strong organizational skills, attention to details, proven leadership ability, and a professional demeanor. Knowledge of Excel and Adobe Acrobat is preferred. Familiarity with the Bankruptcy Code and Rules, local rules, local practices and CM/ECF is preferred, but not required.

MINIMUM QUALIFICATIONS

To qualify for this position at the entrance level, a person must be a high school graduate or equivalent with a minimum of two years of general experience. Three years of specialized experience is preferred, but not required. For placement at the CL-26 level, one of the three years of specialized experience must be equivalent to work at the CL-25 level. For placement at the CL-27 level, one of the three years of specialized experience must be equivalent to work at the CL-26 level.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined 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.

EMPLOYEE BENEFITS

- Paid annual and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employee's Health Benefits Program, the Federal Employees Vision and Dental Insurance Program and the Federal Employees' Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program
- Optional participation in the Thrift Savings Plan (tax deferred retirement savings plan)
- Optional participation in the Judiciary's Long Term Care Insurance program
- Optional participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding)

ADDITIONAL INFORMATION

- Applicant must be a citizen of the United States or be authorized to work in the United States.
- Employees of the United States Bankruptcy Court are "At Will" employees and can be terminated with or without cause by the Court. Employees must adhere to a Code of Conduct for Judicial Employees.
- Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- Selected candidate will be subject to a 90-day probationary period.
- The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.
- Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.
- Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome.

HOW TO APPLY

To apply, submit a cover letter and an AO 78 Application for Judicial Branch Federal Employment (located on the court's website at <http://www.ohsb.uscourts.gov>) by fax at 937-225-2954, or regular mail to the address below.

Only those applicants selected for interviews will be contacted.

Beverly Daniel, Human Resources Specialist
United States Bankruptcy Court
120 West Third Street
Dayton, Ohio 45402

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER