



United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2018-02

Position: Calendar Clerk for the Honorable Michael Ridgway

Salary: CL 26, Step 1 - 25 (\$47,652 - \$59,584) based on qualifications
Step 26 - 61 (\$60,081 - \$77,483) through salary progression or salary matching
Promotion potential to CL 27 after one year

Location: Minneapolis, Minnesota

Closing date: February 23, 2018 or until filled.

The United States Bankruptcy Court for the District of Minnesota is accepting applications for a full time Calendar Clerk.

INTRODUCTION

The calendar clerk manages the judge's court calendar and adversary proceeding (lawsuits within bankruptcy cases) caseload. Representative duties include scheduling evidentiary and other hearings, pretrial matters and trials. The calendar clerk acts as liaison to the judge, the judge's staff, the clerk's office, the bar and the public, to ensure efficient case processing.

The Calendar Clerk position reports to the Clerk, as well as the Judge.

OCCUPATIONAL INFORMATION

- Schedules all hearings and trials in consultation with attorneys and other parties, the Judge and chambers staff, as necessary, and documents all such matters on the court's electronic calendar.
- Serves as a source of procedural information regarding the scheduling and rescheduling of conferences, hearings and trials, as well as the procedures of the clerk's office and the special procedures and preferences of the Judge.
- Assists the Judge in maximizing efficient use of court time by gauging the appropriate amount of time to be allotted to a trial or hearing and scheduling matters accordingly.
- Creates, maintains and manages the electronic calendar for both internal and external use.
- Provides the Judge with status reports concerning upcoming calendars, including matters settled, stricken or continued.
- Dockets all pleadings in adversary proceedings. Monitors the progress of pending adversary proceedings, including assessing whether service has been

effectuated or a response to the complaint filed. Creates and enters appropriate notices and orders, including scheduling and trial orders.

- Makes minute entries and prepares and enters orders, as needed.
- Maintains confidentiality and interacts tactfully with other judges, court personnel, other agency personnel, court security, members of the bar and the public.

MINIMUM QUALIFICATIONS:

To qualify for the position of Calendar Clerk, candidates must have four years of office experience (2 years general, 2 years specialized). Preferred candidates should have a minimum of two years post-high school education. Salary commensurate with experience, current salary and qualifications.

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work which indicates the possession of or 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 use of technology for word processing, data entry or report generation, a command of specialized terminology, and a demonstrated ability to understand and apply a body of rules, regulations or laws. 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.

PREFERRED SKILLS:

Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system, is desirable.

Good judgment, sound ethics, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential.

Candidates must be extremely well-organized, detail-oriented, highly motivated, dependable, and able to work in a multitask, fast-paced environment. Court experience a plus.

Federal Employee Benefits include:

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K)

- Public transit subsidy as the budget permits
- 10 paid holidays per year
- Options for telework and/or compressed scheduling

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

Applicant Information:

Applicants must be U.S. citizens or eligible to work in the United States. Please see citizenship requirements:

<http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. All court employees are “at will” employees, and therefore, may be removed from this position at any time.

This position is subject to an FBI fingerprint check. In addition, the successful applicant will be hired subject to a probationary period of no less than six months.

Application Procedure:

Qualified applicants should email a cover letter and resume in a single document to: mnb_applications@mnb.uscourts.gov. Please refer to **ANNOUNCEMENT #2018-02** in the email transmittal.

Applications are held in strict confidence and will be accepted through February 23, 2018, or until filled.

Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.

Applicants to be interviewed will be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78) and a list of references. Interviews will be held in the Minneapolis office and travel expenses cannot be reimbursed.

The court provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicates, or to fill more than one position, without any prior written or other notice. Applications will be held for up to six (6) months and may be considered for any additional openings.

Please visit the employment (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under “Excepted Appointment” and are considered “At-Will” employees.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.