



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2018-05

POSITION:	Operations Coordinator	POSITION AVAILABLE:	Immediately
TYPE:	Full-Time	POSTING DATE:	March 6, 2018
DUTY STATION:	Portland, Oregon or Eugene, Oregon	CLOSING DATE:	Open until filled – Submit your application by 3/23/2018 to ensure consideration. We will continue to review applications received after 3/23/2018 until the position is filled.
SALARY RANGE:	CL-26 (\$44,562-\$72,458) Eugene CL-26 (\$47,237-\$76,955) Portland <i>(includes locality pay)</i> Pay is set based on work location, qualifications, and experience.	<i>Check the status of this position on the court's website at www.orb.uscourts.gov. The vacancy announcement will be removed from the employment page when the position has been filled.</i>	

The United States Bankruptcy Court for the District of Oregon is seeking a highly motivated individual to join our professional team as an Operations Coordinator. The ideal candidate will be experienced in handling a wide range of administrative and technical duties and have experience with task and project management. The position is available in either the Portland or Eugene office.

POSITION OVERVIEW

The Operations Coordinator position includes jobs that provide a variety of administrative and technical assistance to court operations. The primary focus of this position is manage the court's procedures for processing bankruptcy cases. This position will be assigned specific job responsibilities, but duties will also include ad hoc assignments. The person will be a member of the court's management team and provide input to assist with court operations.

- Analyze operational practices and procedures. Work closely with case management supervisors and court unit executives to identify and solve procedural problems.
- Research and recommend improvements to work processes, operating methods, and data entry screens. Define requirements for changes to the court's case management/electronic filings system (CM/ECF) and work with the CM/ECF Coordinator to implement them.
- Coordinate and participate in testing of new operational procedures and system enhancements.
- Develop, maintain, and update information made available to all users through internal and external web sites.
- Develop and maintain procedural manuals for case administration.

- Maintain and revise court forms. Maintain glossaries of shortcut keys (macros) used in conjunction with CM/ECF forms and other applications.
- Manage projects and recurring processes, including implementation activities related to new rules, forms, and filing fees.
- Act as project manager for court operations process improvement initiatives. Review suggested operational changes, hold committee and staff meetings to gather input and ideas, develop project plans, make proposals to management, and assist in implementing initiatives, including tracking action items and deadlines.
- Exchange ideas, information, and materials with other courts and agencies to keep abreast of changes, and to promote efficiency and awareness.
- Act as a liaison to attorneys, trustees, and creditors using the electronic filing system.
- Attend Local Rules and Forms Committee meetings. Draft minutes for the Chair's review and approval. Draft rule and form modifications as directed by the Clerk.
- Prepare and deliver training.
- Occasional travel to training and meetings.
- Assist and provide backup as needed to other staff.

QUALIFICATIONS

Education and Eligibility Requirements:

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

Knowledge, Skills, and Abilities:

- Skill in being well organized and the ability to handle multiple priorities with professionalism, accuracy, and attention to detail.
- Skill to manage projects effectively.
- Ability to multitask, prioritize, and consistently meet deadlines and targeted goals.
- Ability to communicate professionally, both orally and in writing.
- Skill in spelling, grammar, and proofreading.
- Ability to interpret and apply existing and new governing policies and procedures to work duties and make recommendations to executive management for improvement and implementation.
- Skill and accuracy in data entry.
- Knowledge and skills in the use of computers and software applications, email, data entry, and report generation.
- Skill in recordkeeping and the ability to maintain paper and electronic files accurately and efficiently.
- Ability to telework from home or alternate work location in the event the office is inaccessible due to inclement weather or other emergency.

Desired Qualifications:

- Knowledge of bankruptcy rules and procedures.
- Experience with electronic docketing or filing.
- Knowledge of CM/ECF.
- Experience with procedure writing.
- Experience testing operational procedures and system enhancements in an automated program.
- Federal judiciary bankruptcy work experience.
- Paralegal certificate.
- Experience with project management.

Personal Characteristics:

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.

- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Is a self-starter and embraces self-responsibility.
- Ability to maintain confidentiality.

APPLICATION PROCEDURES

An application will be considered complete when all the required documents are properly submitted as instructed in the application procedures.

Email the following list of required application documents to hr@orb.uscourts.gov and reference **Vacancy #2018-05** in the subject line.

Documents must be submitted in a single PDF file in the following order:

(Important: Do not attach multiple documents and make sure your document is a single PDF file in the following order.)

1. Cover letter:

- Reference job vacancy number **#2018-05**
- Include an email address in your contact information
- Provide information about your work experience that demonstrates your ability to meet the qualifications for this position.

2. Chronological resume which includes:

- education
- work history
- names and addresses of employers
- dates of employment
- work performed
- significant accomplishments

3. Application for Judicial Branch Federal Employment (Form AO 78) available at:

www.uscourts.gov/forms/AO078.pdf

- All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type “see resume”.
- After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.
- In box 17, make sure you have listed any relevant work experience, skills, awards, and special accomplishments that demonstrate your ability to perform the job.

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- Candidates not contacted for an interview should check the status of the position on court’s website by clicking on the employment link. The vacancy announcement will be removed from the employment page when the position has been filled.

- Resumes or enclosures will not be returned.
- This announcement is posted on the court's internet web site at www.orb.uscourts.gov.

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

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| Health Insurance | Long-Term Care Insurance | Flexible Spending Accounts |
| Dental and Vision Insurance | Life Insurance | Commuter Benefit Program |
| Paid Leave | Retirement Program* | Thrift Savings Plan (retirement savings plan) |

*Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan.

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.