



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

### VACANCY #2016-03

<b>POSITION:</b>	Operations Coordinator	<b>POSITION AVAILABLE:</b>	Immediately
<b>TYPE:</b>	Full-Time	<b>POSTING DATE:</b>	November 18, 2016
<b>DUTY STATION:</b>	Portland, Oregon or Eugene, Oregon	<b>CLOSING DATE:</b>	Open until filled
<b>SALARY RANGE:</b>	CL-26 (\$43,140-\$70,103) Eugene CL-26 (\$45,532-\$73,990) Portland (includes locality pay) Pay is set based on qualifications and experience.	<b>To ensure consideration submit your application by:</b> November 30, 2016 <b>Check the status of this position on the court's website at <a href="http://www.orb.uscourts.gov">www.orb.uscourts.gov</a></b>	

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. 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.

#### ***Essential Job Functions:***

- Analyze operational practices and procedures. Work closely with case management supervisors to identify and solve procedural problems.
- Research and recommend improvements to work processes, operating methods, and data entry screens. Work with the Management Analyst to define requirements for CM/ECF event changes.
- 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 training and 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 using the electronic filing system.
- Provide guidance and feedback to attorneys, trustees, and creditors.
- 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.
- Review and generate various recurring reports from databases and computerized systems.
- Receive funds from cashiers and reconcile cash drawers at the end of the day. Process funds and prepare bank deposit using an automated program.
- Prepare and deliver training.
- Various tasks and projects as assigned.
- Occasional travel to training and meetings.

## **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.

### ***Position Requirements:***

Work history and experience that provides evidence of the following:

- 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.
- Skill in being well organized and the ability to handle multiple priorities with professionalism, accuracy, and attention to detail.
- 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 Experience:***

- Federal judiciary or bankruptcy legal experience.
- Knowledge of bankruptcy rules and procedures.
- Experience with docketing and case management.
- Knowledge of CM/ECF.

**APPLICATION PROCEDURES**

The following is a list of required application documents that must be submitted in the following order in a single PDF file and emailed to **hr@orb.uscourts.gov**

**Cover letter:**

- Reference job vacancy number **#2016-03**
- Include an email address in your contact information

**Chronological resume which includes:**

- education
- work history
- names and addresses of employers
- dates of employment
- work performed
- number and composition of personnel supervised, if any
- significant accomplishments

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

[www.uscourts.gov/forms/AO078.pdf](http://www.uscourts.gov/forms/AO078.pdf) (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.)

**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.
- 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.
- Resumes or enclosures will not be returned.
- This announcement is posted on the court’s internet web site at [www.orb.uscourts.gov](http://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:

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

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>

***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](mailto:hr@orb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case by case basis.