



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF CALIFORNIA

www.canb.uscourts.gov

Intake Clerk

TEMPORARY

Announcement:	MUL01-24	Opening Date:	4/29/2024
Temporary Assignment:	Begins as soon as possible and ends September 30, 2024	Closing Date:	Until filled
Location:	Work in one of our offices (San Francisco, Oakland, or San Jose)	Positions available:	Multiple
Salary Range:	CL 24, \$54,039 - \$87,890 Salary depends upon experience, qualifications.		

The United States Bankruptcy Court for the Northern District of California seeks an Intake Clerk who will embrace a temporary opportunity. This is an entry level operational court support position located in the Bankruptcy Court Clerk's Office. The Intake Clerk performs various functions including maintaining and processing case information and managing the inception of new cases. The incumbent provides procedural information and customer service, and ensures incoming documents conform to the requirements of the court. The incumbent also provides office support and assistance for the administrative functions of the office.

REPRESENTATIVE DUTIES:

- Performs various functions including maintaining and processing case information and managing the inception of new cases.
- Receives incoming court documents for conformity with requirements of the court.
- Performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees.
- Scans and converts paper documents into PDF files, uploads files to the Case Management/Electronic Case Filing (CM/ECF) system, makes corresponding docket entry and manages original paper documents.
- Provides basic information to the public, bar, and the court. Responds to inquiries from internal and external customers regarding case information. Checks for prior or prohibited filings.
- Reviews filed documents to determine conformity with filing requirements and takes appropriate action as needed.
- Performs other clerical and administrative tasks, and other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

- Two years of specialized experience that demonstrates:

- routine use of keyboard skills
- use of specialized terminology
- ability to apply a body of rules, regulations, directives, or laws.

Such experience is commonly encountered in law firms, legal counsel offices, banking and credit institutions, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations.

-Standing, bending, and lifting of boxes is required.

Preferred Qualifications

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Ability to successfully manage multiple competing priorities, work under pressure and deal with change.
- Knowledge of and skill in working with databases and other typical office software programs.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.

APPLICATION INSTRUCTIONS

Qualified candidates are invited to apply by emailing the following to jobs@canb.uscourts.gov

The email subject line should reference the **Intake Clerk** position and the location preference (Oakland, San Francisco, San Jose).

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.

The court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Applicants who are non-United States citizens must meet the requirements for federal employment. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

As a condition of employment, the selected candidate must complete a background check investigation. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Bankruptcy Court at 415-268-2332. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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