

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 15-03

CM/ECF SPECIALIST (CL 26)

Dallas, Texas

Closing Date: Open Until Filled

Salary: \$44,606--\$72,553 (CL 26)*

* The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES:

This position is located in the Bankruptcy Clerk's Office and reports to the CM/ECF Supervisor. The incumbent is responsible for maintaining and updating the Court's web content for both internal and external sites in addition to implementing CM/ECF releases including testing and documentation. The incumbent is also responsible for forms development and maintenance, noticing functions, and data transmission; and acts as the secondary backup for dictionary administration.

REPRESENTATIVE DUTIES:

- Develops, prepares, and updates training aids to communicate modifications of CM/ECF, operational processes, rules, electronic orders processing, and other applications and software to all affected parties.
- Works closely with staff to identify and define website content, and performs conversion of existing information into web format. Serves as primary content editor for all web-based manuals ensuring consistency of style and format.
- Provides internal and external customers with notification of outages for system maintenance and software upgrades.
- Researches and maps processes in order to develop and draft logical, efficient procedures.
- Creates and maintains forms for use with current and subsequent versions of CM/ECF. Provides training and support to court employees in writing and in modifying forms.

- Performs database housekeeping by running ECF and SQL reports; takes action to correct problems or notifies appropriate manager or supervisor.
- Assists with Bankruptcy Noticing Center (BNC) processes.
- Modifies the CM/ECF dictionary, as directed by the CM/ECF Supervisor.
- Adds, modifies, and terminates court user accounts, including requests from managers and supervisors.
- Assists help desk with overflow calls as needed.

MINIMUM REQUIREMENTS:

A minimum of three (3) years' experience with the CM/ECF database, knowledge of CM/ECF events, procedures, practices, and terminology.

Required competencies include:

- Comprehensive understanding of the case management process from inception to closing, including the adversary and appeals processes.
- Solid knowledge of bankruptcy court rules, practices, procedures, and forms.
- Demonstrated ability to draft, write, and edit professional training procedures, memoranda, and related materials.
- Demonstrated ability to learn new applications quickly and adapt to changing procedures and applications.
- Proficient in CM/ECF, word processing software, web posting, Adobe Acrobat, and other related software applications.
- Strong organizational and project management skills.
- Ability to analyze problems, gather pertinent data, recognize solutions, and communicate effectively.
- Skill in working with end users and analyzing their needs and requirements.
- Excellent verbal and written communication skills with the ability to communicate and work with all levels of employees within the court

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college, along with operations experience in a public sector environment, and knowledge of the judiciary's policies and procedures is highly desirable. Prefer good proficiency working with databases, Perl scripts, and HTML forms. Previous experience maintaining or updating a court website is highly desirable.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Interested candidates must submit a **cover letter, current resume, and salary history** in MS Word or PDF format via email to: humanresources@txnd.uscourts.gov or mail to:

*Human Resources #15-03
U.S. District Court
1100 Commerce Street, Rm. 1452
Dallas, Texas 75242*

The Court is not able to reimburse for interview or relocation expenses.

The United States Bankruptcy Court is an Equal Opportunity Employer.