

**LEGAL CLERK (Clerical)**  
**U.S. DEPARTMENT OF JUSTICE**  
**OFFICE OF THE U.S. TRUSTEE**  
**NEW ORLEANS, LOUISIANA**  
**GS-0986-06/07 – \$28,644 - \$41,380**

The Office of the U.S. Trustee has a full-time, permanent, excepted service position available providing clerical support in the administration of bankruptcy cases. Duties include, but are not limited to: typing legal documents; abstracting and assembling data from bankruptcy petitions, schedules and files, and entering data into an automated case management information system; scheduling meetings of creditors and court appearances; and performing various administrative duties. One year of specialized experience, **which includes six months bankruptcy experience in a work-related environment**, is required that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position. Education cannot be substituted for the six months bankruptcy experience requirement. Quality Ranking Factors for this position are as follows: 1) Knowledge of automated office systems (e.g., word processing, database, spreadsheet); 2) Ability to create and maintain filing system; 3) Ability to communicate orally and in writing; 4) Knowledge of grammar, spelling, punctuation and format; 5) Ability to apply established rules, regulations, precedents and procedures of the Bankruptcy Code and Rules to legal activities. A score of 70 will be assigned if the Quality Ranking Factors are not addressed as a separate narrative. Individual Quality Ranking Factors must be addressed. Applicants should submit a resume, OF-612 or SF-171, describing their qualifications to Office of the U. S. Trustee, Re: 04-01-NO, 400 Poydras Street, Suite 2110, New Orleans, LA 70130. Resumes must include information outlined in the U. S. Office of Personnel Management's (OPM) Flyer, "Applying for a Federal Job" (OF-510). **For information on this vacancy # 04-01-NO and how to obtain the** OF-510 and OF-612 visit OPM's website, [www.usajobs.opm.gov](http://www.usajobs.opm.gov), or by calling the local OPM Employment Office or OPM's automatic telephone system at (478) 744-3000 or at (478) 744-2299. This is a multiple grade level recruitment. You are encouraged to identify specifically which grade level(s) for which you wish to be considered by indicating your choice(s) on the application package. Applications must be postmarked no later than midnight on **January 30, 2004**. Applications received in government postage paid envelopes, faxed or e-mailed will not be considered. Applications will not be returned. An EO/Reasonable Accommodation Employer.