

United States District Court
District of Puerto Rico
Clerk's Office

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 13-05

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Data Quality Analyst/Relief Courtroom Deputy
Position Type: Full-time / Temporary
This position may be reclassified as a permanent position without further need to advertise
Grade Classification Level CL-24 with Promotion Potential to a CL-25
Depending Upon Qualifications and Experience
Salary: \$34,356.00 + 4.20% Cost of Living Allowance
Open Date: Wednesday, May 29, 2013
Closing Date: Wednesday, June 5, 2013

The United States District Court for the District of Puerto Rico is seeking applicants for a temporary Data Quality Analyst/Relief Courtroom Deputy position. The Data Quality Analyst/Relief Courtroom Deputy reports directly to the Operations Manager.

REPRESENTATIVE DUTIES

On a rotating and relief basis, attends court sessions, swears witnesses, juries and interpreters, assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval. Acts as liaison among the Clerk's Office, the bar and the judge to ensure that cases and court hearings proceed smoothly and efficiently. In the absence of the assigned courtroom deputy clerk, serves as a primary source of information on scheduling and case processes.

Maintains accuracy and completeness of official case records from opening to final disposition. Checks the accuracy of daily data entries into the CM/ECF System. Monitors undeliverable mail and take appropriate action. Performs quality control on attorney-docketed entries as well as those from chambers and court staff including basic speedy trial monitoring. Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, orders and judgments. Runs, prepares and distributes monthly statistical reports from the court's database, including CM/ECF statistics. Generates deadlines and deficiency notices for missing documents. Prepares and transmits to appropriate parties such items as: notices, judgments and orders. Performs edit and

corrective actions to ensure the accuracy of data, files, and records. Assists attorneys and their staff/court personnel with electronic case filings. Develops and revises procedures for data entry. Answers inquiries on case status. Answers questions from Administrative Office staff, court employees, and the public. Maintains party/court dictionary database. Verifies conformity with Federal and Local Rules, CM/ECF Procedures Manual and Standing Orders.

Other duties will be assigned and may include limited finance duties.

QUALIFICATIONS

Must be a high school graduate, but preferably possess an Associate or Bachelor's Degree from an accredited college or university. In addition, to qualify for this position, a person must have at least two years specialized experience.

Specialized experience is progressively responsible clerical or administrative which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an 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 firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarter of personnel/payroll operations. Must be fully bilingual (English - Spanish). Skill in the use of automated systems is required. Incumbent must possess strong organizational, analytical, verbal and written communication skills.

PREFERRED QUALIFICATIONS

- Possess a Bachelor's Degree in accounting or related field from an accredited college or university.
- Some legal or law related experience is desirable.
- Must be fully bilingual (English-Spanish).
- Skills in the use of automated systems.
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Possess strong organizational, analytical, verbal and written communication skills.

APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, may be hand-delivered or mailed to:

**United States District Court-PR
Attn: Human Resources Department
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787**

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by the close of business (5:00 pm) Wednesday, June 5, 2013. E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer