

**U. S. BANKRUPTCY COURT
Northern District of Oklahoma**

Announcement Number: FY12/002
September 24, 2012



POSITION: Data Quality Analyst 1

LOCATION: Tulsa, Oklahoma

SALARY RANGE: CL 26 - \$41,786 to \$67,951, depending on experience and qualifications

CLOSING DATE: When filled. To ensure consideration, submit resume or court application by 4:30 p.m. on October 5, 2012

The Bankruptcy Court for the Northern District of Oklahoma has jurisdiction in an eleven-county region. The Clerk's Office has 16 employees and supports two judges. This position reports to the Operations Supervisor and will be responsible for continuous design and implementation quality control/training program. The position is also responsible for training external users on CM/ECF, special projects, and duties of a Case Administrator as well, including case management and ECRO duties.

POSITION OVERVIEW: Responsible for improving the accuracy and efficiency of the court's data and processes by developing, analyzing, evaluating, advising, training and overseeing all aspects of the data entry and quality control process.

REPRESENTATIVE DUTIES:

- Designs, assesses, implements, and maintains an effective in-house Quality Control (QC)/training program that provides a schedule of regular communication to all staff so they can be made aware of deficiencies as they occur.
- Evaluates and analyzes the work of Case Administrators, attorneys, and others entering information in the database by reviewing system reports and queries in order to maintain the integrity of the data.
- Develops instruction manuals and materials for use by court personnel and/or outside users. Works directly with users to explain the causes of errors found, actions necessary to prevent recurrence, and recommendations for correcting errors.
- Identifies case management and case processing duties and/or tasks which need improvement. Performs training as required to resolve any problems indicated.
- Provides training to external users of CM/ECF. Provides help desk support which includes answering phone calls, responding to e-mails and face to face interactions with clients, and monitors/tracks problem resolution.

QUALIFICATIONS: To qualify for this position, an applicant must be a high school graduate or equivalent, with a minimum of three years specialized administrative/clerical experience. To qualify for the CL 26 level, one of the three years of specialized experience must be equivalent to work at the CL 25 level. Applicant must have a knowledge of and experience with the “inside” CM/ECF System. A qualified applicant must prove a history of professional appearance and conduct and comply with the *Code of Conduct for Judicial Employees*. The incumbent will have experience writing procedures and other documentation as well as polished presentation and training skills. **Work history at a United States Court is required.**

PREFERRED EXPERIENCE: Work in a position requiring knowledge of the Bankruptcy Code, Bankruptcy Rules, and Local Rules of the Bankruptcy Court for the Northern District of Oklahoma and its procedures and CM/ECF System is preferred. Knowledge of procedures and Local Rules for another United States Bankruptcy Court will qualify as preferred experience.

INFORMATION FOR APPLICANTS: This position is regular and full time. Employees of the U. S. Bankruptcy Court are **Excepted** Appointments and serve at the pleasure of the Court; they are not included in the government’s competitive service classification (Civil Service) system, and are considered “At Will”. Direct Deposit of pay is mandatory. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available for review upon request. As a condition of employment, an FBI Background Check or Investigation and a NCIC check are required. Selection for this position is contingent upon proof of U.S. citizenship. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant’s own expense.

HOW TO APPLY: To ensure consideration, apply by 4:30 p.m. October 5, 2012. Current employees of OKNB need only to submit a letter of interest. Others should submit resume and/or application, including cover letter and salary history mailed or hand delivered to:

Personnel – FY12/002
U.S. Bankruptcy Court
224 South Boulder, Suite 105
Tulsa, OK 74103

Application packets will also be accepted by fax at (918) 699-4045.

The federal judicial branch application form can be found at:
<http://www.oknb.uscourts.gov/ClerksOffice/Employment.shtml>

For questions about this vacancy announcement please email okclerk@oknb.uscourts.gov. No agencies or brokers.

AN EQUAL OPPORTUNITY EMPLOYER