

# CAREER OPPORTUNITY

## Operations Analyst Pittsburgh, Pennsylvania Starting at \$40,764, CL 25

**Position:** Operations Analyst

**Annual Salary:** Starting at \$40,764, CL 25

**Position Location:** Pittsburgh, PA

**Application Deadline:** Open until filled; more than one position may be filled through this announcement.



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

[www.pawb.uscourts.gov](http://www.pawb.uscourts.gov)

U.S. Steel Tower  
54th Floor  
600 Grant Street  
Pittsburgh, PA 15219

An Equal Opportunity  
Employer

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### Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a full-time Operations Analyst in our Pittsburgh office. The Operations Analyst performs specialized courtroom functions such as electronic court recording, operating courtroom video equipment, and similar courtroom services work such as attending and logging court proceedings, processing orders, and providing operational and administrative support to the Court. The incumbent is responsible for maintaining and processing case information in accordance with approved internal controls, procedures, and rules. The Operations Analyst performs docketing, noticing, maintains official case records, reviews filed documents to determine conformity, and takes appropriate action to ensure that all orders and automated entries are appropriately and accurately docketed. The incumbent assists in financial administration, processes claims, and may provide clerical support to the Clerk's Office, such duties to include copying, scanning and retrieving files and processing mail. Operations Analysts may perform and coordinate administrative, technical, and professional work related to multiple administrative functions, such as procurement, property management, space and facilities, budgetary, and/or statistical maintenance activities. The incumbent performs other duties as assigned.

### Representative Duties:

Include, but are not limited to, the following:

- Record court proceedings, operate courtroom video equipment, and provide courtroom assistance;
- Perform case administration work, including providing customer service at the Intake window and on the telephone;
- Perform backup financial administration duties such as: balancing accounting activities, preparing reports, and reconciling ledgers;
- Sort, classify, and scan documents from case files and/or Clerk's Office records. Route documents to proper offices and/or staff;
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized;
- Process claims and transcript requests;
- Operate a variety of copying and records, recording, and document processing equipment. Retrieve files and make copies of records for Court personnel, attorneys, and others;
- Prepare and ship records to the appropriate Federal Records Center and retrieve records from centers when needed;

## Operations Analyst, Pittsburgh, Pennsylvania

- May perform clerical duties including processing mail, sorting, filing, photocopying, faxing, and document delivery, as required; and
- May assist in providing professional administrative support.

### **Minimum Qualifications:**

To qualify, the individual must be a high school graduate or equivalent **AND** possess a minimum of one year of **specialized** experience (performance of duties similar to those listed above). Knowledge of local court rules, practices, procedures, processes, and forms are a plus. A college degree is a plus. The individual must be able to track case progression and make independent decisions based on applicable procedures, rules, and instructions. Skills in typing and using word processing programs and equipment are vital. (Testing may be part of the interviewing process.) The ability to work effectively as part of a team and to follow detailed instructions is necessary. The ability to communicate (orally and in writing) and interact effectively and appropriately is critical.

### **Benefits:**

The selected applicant has the option to participate in a choice of health, dental and vision insurance coverage from a variety of plans, and life insurance along with flexible spending and parking reimbursement plans. The selected applicant will accrue annual leave (vacation) and will be paid ten (10) holidays per year.

### **Miscellaneous:**

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees. Appointment is provisional, and retention is contingent upon the successful completion of a background check and probationary period along with performance reviews.

### **How to Apply:**

Qualified candidates must electronically submit a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Open until filled. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

**Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided.**

**The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.**

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*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.*

*All appointments also subject to mandatory electronic funds transfer.*

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