



**UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada**

EMPLOYMENT OPPORTUNITY

**Position Title: DATA QUALITY ANALYST II
Full-time Excepted Service**

Announcement Number:	09-03-09NVB
Date of Announcement:	January 16, 2009
Closing Date for Applications to be Received:	Open Until Filled (Applications received by January 30, 2009 will be given preferential consideration.)
Location of Position:	Las Vegas, Nevada
Classification Level/Salary Range:	CPS CL - 27 \$45,125 - \$56,4115 (Starting salary subject to qualifications.)

This position is located in the Operations Section of the U.S. Bankruptcy Court Clerk's office in Las Vegas. The incumbent is responsible for ensuring the veracity and efficiency of a court unit's case information database and planning, developing and implementing an on-going comprehensive Case Management Training program. Data quality analysts provide quality assurance of all electronic entries. Responsible for problem solving, providing alternative courses of action for procedures. Test new versions of the program, report problems with possible solutions. Monitors undeliverable email and takes appropriate action. Prepare and distribute monthly SARD reports. Analytical review of party and attorney database. Representative duties include but are not limited to:

Audits the timeliness and accuracy and completeness of the bankruptcy docket databases.

Audits docket activity and integrity of case files, and daily data entries. Maintains the users log errors.

Analyzes the audits and evaluates the procedures and work of staff responsible for entering information into the databases.

Ensures that the databases are complete.

Performs edits and corrective actions to ensure the accuracy of data, files and records. Corrects or monitors the correction of errors identified in the databases. Generates, analyzes and reports quality control information.

Generates deadlines and deficiency notices for missing documents.

Produces, edits, corrects, prepares and send statistical reports monthly.

Advises staff and supervisors/managers of trends in errors and editing, recommending necessary changes in training and procedures.

Prepares reports on quality, quantity and timeliness of docket entries, and editing for supervisors/managers as needed.

Develops appropriate training materials. Serves as the content-expert trainer for both internal and external users. Training is done both with groups or individuals.

Researches and proposes solutions to various case management issues, and event errors.

Provides help desk services for staff, chambers and external users.

Performs quality control using ECF reports for staff. Trains users on respective case management systems.

Maintains user and party database information.

Maintains attorney and limited use registrations applications.

Maintains court calendaring program and trains personnel on the use (by access) of vCal.

Maintains error information from court calendaring program for future changes. Corrects court calendaring program errors in ECF.

Maintains courts CM/ECF dictionary, including test and documentation.

Performs such other duties as may be required.

Mandatory Qualifications:

To qualify for a position of Data Quality Analyst, applicant must have two years general experience and three years of specialized experience, including at least one year equivalent to the CL-26 classification level. For placement at salary levels above Step 1, at least two years of specialized experience equivalent to work at the CL-26 classification level.)

General Experience: Progressively responsible clerical, office, or other work which indicates the progression of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative experience involving the routine use of keyboard skills and use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives, or laws. (Specialized experience most applicable will have been obtained in a court or related legal field.)

Preferred Qualifications:

Specialized experience obtained in a court or related legal field.
Knowledge of the Bankruptcy Code and Rules.
Experience and proficiency in data entry and keyboard skills.
Extensive knowledge of Case Management/Electronic Case Filing database.
Good knowledge of general computer applications in use.
Extensive knowledge of the operational processes in a court environment.
Ability and experience in extracting and analyzing information from databases and identify deficiencies.
Ability to ensure cooperation and improvement from a variety of persons who may be making errors.
Good knowledge of adult learning theory.
Skill in developing and presenting training programs.
Excellent interpersonal skills.
Excellent oral and written communication skills and professional demeanor.
Detail oriented.
The ability to take initiative and work in a team-based environment.
Responsible, reliable and organized.
The successful applicant must be able to provide information from prior work experience that supports their ability to work with limited supervision, and skill in dealing with others in person-to-person work relationships.

Information for Applicants:

“Excepted Service Appointment” benefits include participation in health, life and long-term disability insurance programs; participation in a retirement program; paid holidays; and annual and sick leave accrual.
Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees.
The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.
ALL applicant information is subject to verification.
The Court will only communicate with those qualified applicants who are selected for interview.
The final candidate will be subject to a background investigation with law enforcement agencies.
Travel expenses for interview or relocation expenses will not be paid.
All employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

How to apply: You may obtain an Application for Employment form by writing, or calling (702) 388-6407 or at “www.nvb.uscourts.gov”, and submit an application to:

**Human Resources Department
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South
Las Vegas, NV 899101**

Application Deadline: Open Until Filled (Applications received by January 30, 2009 will be given preferential consideration.)

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.

*****AN EQUAL OPPORTUNITY EMPLOYER*****

