

Career Opportunity # 17-02

Position:	Training Specialist
Location:	Milwaukee, WI
Salary Range:	\$44,464 – \$79,751 Annually (CL 26 - 27) (Starting Salary: \$44,664 - \$61,339 annually, depending upon qualifications and experience)
Opening Date:	December 19, 2016
Closing Date:	Open until filled; preference given to applications received by January 6, 2017

The Clerk of the United States Bankruptcy Court for the Eastern District of Wisconsin is seeking a full-time Training Specialist. The incumbent will be self-motivated with excellent interpersonal, technology and analytical skills. The Training Specialist assesses needs and provides technical and professional training for the Court.

Representative Duties:

- Review, research, develop and recommend training policies;
- Coordinate, deliver and evaluate training programs, including those developed in-house and those developed by outside vendors;
- Develop and conduct end user training for court or judiciary developed applications, and locally developed or new applications and products, as well as end user training for commercial off-the-shelf software used in the court environment such as Microsoft Office Suite, Adobe Acrobat, Lotus Notes, etc.;
- Prepare training presentations using the latest software and presentation materials;
- Draft manuals, handbooks, job aids, web content and other training material as needed;
- Identify training needs through surveys, interviews and meetings with court employees;
- Advise and make recommendations to management on relevant training for specific positions within the court.

Mandatory Qualifications:

- Extensive knowledge of training resources, policies, procedures, practices and standards;
- Ability to work independently, with minimal direction or oversight of managers;
- Thorough knowledge of the Windows environment, Microsoft Office Suite, and Adobe Acrobat;
- Excellent written and verbal skills;
- Skill in developing presentation materials and training aides. Skill in planning, organizing, and managing logistics and maintaining training records.
- Extensive knowledge of learning theories, career development theories, online learning

methods and needs assessment techniques. Skill in facilitating discussions and learning exercises with individuals and groups.

- Ability to learn and convey new material to individuals and groups. Ability to anticipate and respond to changing priorities and the ability to multi task.
- Strong organizational and people skills;
- Demonstrated employment experience in an administrative role, preferably one in which accuracy and detail are of the utmost importance.
- Demonstrated ability to read and understand charts, flowcharts, complex procedures and guidelines.
- Proven ability to use word processing and spreadsheet software.

Minimum Qualifications:

- To be appointed at CL 26, the successful candidate must possess one year of specialized experience* with one or more years' equivalent to CL 25. To be appointed at CL 27, the successful candidate must possess two years of specialized experience with one or more year's equivalent to work at CL 26.

*Specialized experience is defined as progressively responsible experience that is in, or closely related, to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Desirable Qualifications:

- Completion of a bachelor's degree from an accredited college or university (preferably in education or a related field).

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available and includes:

- Ten (10) paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service

Supplemental Information:

In addition to a resume, interested candidates should submit and answer the following questions using Times New Roman, 12 point font. Submissions should not exceed two pages, be single-spaced and have one-inch margins.

1. What are your three strongest attributes that would make you successful in this position?
2. Describe your training philosophy.

Information for Applicants:

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- Applicants must be United States citizens or otherwise authorized to work in the United States.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.
- The initial appointment of this position will be for one year and one day.
- The final candidates are subject to a background check or investigation, which includes an FBI fingerprint check.
- Employees of the Federal Judiciary are hired as excepted service, “at will” employees.
- Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to be interviewed.
- Employees must use the Electronic Fund Transfer (ETF) for payroll deposit.
- The U. S. Bankruptcy Court is an Equal Opportunity Employer.

Interested candidates are invited to submit: (1) a cover letter; (2) a chronological resume; (3) a completed form AO78 Application for Judicial Employment which is available through our website at www.wieb.uscourts.gov under the “Court Information/Careers” page; (4) references and (5) answer to the supplemental questions.

Please submit application materials electronically to hr_wieb@wieb.uscourts.gov or by mail, marked “Personal and Confidential” to:

Cyndee Hoehn
U.S. Bankruptcy Court
517 East Wisconsin Avenue, Room 126
Milwaukee, Wisconsin 53202

