



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement # 2010-02

POSITION: Case Administrator (Case Management Section)

LOCATION: Savannah, Georgia

CLASSIFICATION/SALARY RANGE: CPS CL 24 (\$34,356 - \$55,864) to CPS CL 25 (\$37,941 - \$61,709).
Starting salary commensurate with work experience, education, and qualifications.

CLOSING DATE: Friday, March 19, 2010 at 5:00 p.m.

POSITION OVERVIEW: This announcement is for a full-time indefinite positions located in the Case Management Section of the U.S. Bankruptcy Court, Southern District of Georgia, Savannah Division. The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by performing docketing, quality assurance, noticing and related administrative/clerical tasks.

REPRESENTATIVE DUTIES:

- Manages the progression of bankruptcy cases by maintaining official case records in the CM/ECF automated system, making summary entries on the case docket, and ensuring that all imaged documents are properly linked;
- Monitors the completion of required procedural steps and performs the necessary quality assurance, noticing, administrative and clerical tasks;
- Reviews incoming documents to ensure conformance with appropriate rules, practices, and procedures and to establish dates for calendaring of court hearings;
- Examines documents to determine nature of action for appropriate follow-up;
- Interacts with the public, attorneys and trustees providing non-legal and procedural information;
- Provides general office support and performs other related duties as assigned.

QUALIFICATIONS: To qualify for this position an applicant must be a high school graduate, or equivalent, with a minimum of two years specialized administrative/clerical experience. To qualify for the CL 25 level, one of the two years specialized experience must be equivalent to work at the CL 24 level. Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Applicants must be team players who are dependable, detail oriented and able to work in a multitasking, fast-paced environment. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the Judiciary is required. College degree, higher education courses, and/or prior court/legal experience is preferred.

SPECIALIZED EXPERIENCE: Specialized experience most applicable will have been obtained in a court or related legal field. This experience includes broad knowledge of the Bankruptcy Code and Rules, specialized legal terminology, local rules and procedures concerning the progression of cases filed under the Bankruptcy Code. Candidates must demonstrate the ability to apply a body of rules, regulations, directives or laws. Broad knowledge of Word Perfect, Excel, Adobe Acrobat, Internet browsers, automated case management systems and scanning equipment are desirable.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level at accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience.

INFORMATION FOR APPLICANTS: Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees. Judiciary employees must adhere to a Code of Conduct. The applicant(s) who best suit the needs of the court will be selected.

- Interviewees may be subject to a full National Crime Information Center (NCIC) background check;
- Appointees are subject to probationary status;
- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice;
- In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- More than one position may be filled through this announcement;
- Potential salary progression may be considered without further competition;
- A mandatory electronic direct deposit of salary payments is required;
- Applicants must be a U. S. Citizen or eligible to work in the United States;
- Incomplete resumes will not be considered;
- The court is an EQUAL OPPORTUNITY EMPLOYER.

BENEFITS: In contrast to executive branch agencies whose employees are in competitive service, judicial branch employees serve under excepted appointments and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other federal government employees including paid vacation, sick leave and holidays, coverage under the FERS or CSRS retirement systems, Thrift Savings Plan (similar to a 401(k) plan with matching employer contributions for most employees), health insurance and group life insurance. Supplemental benefit programs for judiciary employees include FEGLTD group disability insurance, CNA group long term care insurance and a flexible benefit program.

******Submit Resume via Mail, Fax or Email to:******

**United States Bankruptcy Court
Confidential Internal Announcement #2010-02**

**P. O. Box 8347
Savannah, GA 31412**

or

Fax to: 912-650-4135

or

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