



**UNITED STATES BANKRUPTCY  
COURT  
SOUTHERN DISTRICT OF GEORGIA**

Vacancy Announcement #2005-05

**POSITION:** Case Administrator – Case Opening (Full-time Indefinite)

**LOCATION:** Savannah, Georgia

**STARTING SALARY:** CL 23/01 - CL 23/15 (\$27,312 - \$31,301 annualized) depending upon qualifications. Potential salary progression to CL 24 without further competition.

**CLOSING DATE:** Open Until Filled.

**POSITION OVERVIEW:** The duties and responsibilities include but are not limited to:

- Receive and maintain daily incoming fees and receipts;
- Receive and check incoming documents for conformity with federal and local rules;
- Maintain the official case events summary on the docket from opening to final disposition for all bankruptcy filings and related adversary proceeding;
- Examine and type docket entries reflecting the date and nature of each document filed;
- Scan and file case-related documents
- Check a variety of reports (Deadline Reports, Closing Reports, Discharge Report);
- Transmit calendaring information to appropriate personnel;
- Provide non-legal and procedural information to the public;
- General office support (e.g. answering telephones) and other related duties as assigned.

**QUALIFICATIONS:** Qualified applicants must have general business experience that has provided basic knowledge of and skill in filing, telephone usage, record keeping and computer skills with a demand for accuracy and quality assurance.

**GENERAL EXPERIENCE:** Candidate must be a team player who is dependable, detail oriented and able to work in a multitasking, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Candidate must possess exceptional computer and communication skills with a demand for accuracy and quality assurance. Qualified applicants should have a minimum of two years progressively responsible clerical experience, including at least one year at the CL 23 level to qualify for CL 24 level. Some educational credits may be substituted for experience. College degree, higher education courses, and/or prior court or legal experience are preferred.

**INFORMATION FOR APPLICANTS**

Employees of the United States Bankruptcy Court serve on an "AT WILL" basis and are required to adhere to a Code of Conduct.

- The applicant who best suits the needs of the court will be selected;

- Due to the volume of applications received, communication will be with those individuals who will be tested or interviewed for the positions;
- Interviewees are subject to a full National Crime Information Center (NCIC) background check and FBI fingerprint analysis;
- 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 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;
- Duty station assignments are at the discretion of the Clerk of Court.
- This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.
- The United States Bankruptcy Court is an Equal Opportunity Employer.
- Applicant must be U.S. citizen or eligible to work in the United States.

**BENEFITS:** Employees of the United States Bankruptcy Court are entitled to benefits which include the federal retirement system, health and life insurance programs, paid holidays, leave accrual, and periodic salary increases.

**Submit Resume with Salary History and three (3) Professional References  
via Facsimile or Mail to:**

**United States Bankruptcy Court  
Confidential Announcement #2005-05  
P. O. Box 8347  
Savannah, GA 31412**

**or**

**Fax to: 912-650-4135**