



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement #2010-01

POSITION: Supervisor (Court Operations)

LOCATION: Savannah, Georgia

CLASSIFICATION/STARTING SALARY: CPS CL 26/01 - CL 26/61 (\$41,786 - \$67,951) annualized, depending upon qualifications. Potential salary progression to CL 27 without further competition.

CLOSING DATE: Tuesday, March 30, 2010 at 5:00 p.m.

POSITION OVERVIEW: This position is located in the Savannah Division of the United States Bankruptcy Court. As a member of the management team and reporting to the deputy in charge, the incumbent is responsible for the day-to-day oversight and technical supervision of case opening, case administration and ECRO staff. The position may, on a regular or as-needed basis, be responsible for case administration duties of a reduced case load and/or limited number of digits.

REPRESENTATIVE DUTIES:

- Distribute and balance the workload among staff in accordance with established work flow and/or job specialization practices. Direct teamwork efforts to ensure timely accomplishment of court service, customer service, and docketing workloads. Resolve day-to-day problems, makes recommendations to senior management, and implement new procedures under the direction of the deputy in charge.
- Instruct employees in specific tasks and job techniques and make available written instructions, reference materials, and resources
- Provide training to current and new employees in accordance with established procedures and practices.
- Promote and maintain conditions that encourage employee morale and a positive work environment. Influence and motivate staff to achieve and enhance productivity and quality of work performed.

- Maintain current knowledge and answers employee questions on procedures, policies, directives, etc. Obtain needed information or decisions from the deputy in charge on problems that arise.
- Review work in progress and completed work to ensure instructions on work sequence, procedures, methods and deadlines have been met. Perform random desk audits and reviews of desk status and CM/ECF reports to ensure workload expectations and standards are met. Amend or reject work not meeting established procedures.
- Maintain a reduced caseload with responsibility for performing the duties and responsibilities of a case administrator by overseeing the progression of bankruptcy cases using the CM/ECF system.

QUALIFICATIONS:

To qualify for the position an applicant must be a high school graduate, or equivalent, with a minimum of two years general experience and three years of specialized experience. College degree, higher education courses, and/or bankruptcy court experience are preferred.

GENERAL EXPERIENCE:

General experience is progressively responsible clerical or office work that indicates the possession of, or ability to acquire, the particular knowledge, skills and abilities to perform the duties of the position.

SPECIALIZED EXPERIENCE:

Three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: (1) skill in developing interpersonal work relationships needed to lead a team of employees; (2) the ability to exercise sound judgment; (3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary; and (4) the ability to maintain confidentiality and consistently demonstrate sound ethics.

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 a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk 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 Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.

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

**United States Bankruptcy Court
Confidential Internal Announcement #2010-01
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