



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

Vacancy Announcement #2009-06

POSITION: Case Administration Technician (Full-time Not to Exceed 9/30/2009)

LOCATION: Augusta, Georgia

STARTING SALARY: CL 22/01 - CL 22/15 (\$24,596 - \$28,199 annualized) depending upon qualifications. Potential salary progression to CL 23 without further competition.

CLOSING DATE: July 3, 2009.

POSITION OVERVIEW: This is a full-time not to exceed position located in the Case Opening Section of the United States Bankruptcy Court, Southern District of Georgia, Augusta Division. The expiration date for this term is September 30, 2009 but may be extended without further advertisement. The duties and responsibilities include but are not limited to:

- Ensures outgoing mail and packages are shipped by the proper method adhering to shipping limitations, and weight requirements.
- Sorts, routes and delivers mail and periodicals to all judge's chambers and clerk staff.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieves files and makes copies of records for court personnel, attorneys, and others.
- Operates a variety of copy and records equipment.
- Scans, converts and makes summary entries of documents and proceedings on the electronic case management system. This includes, but not limited to: pleadings, petitions, motions, complaints, orders, etc.
- Ensures that all automated entries are accurately filed, recorded, and appropriately linked for proper case management.
- Prepares and informs parties about notices, judgments and orders. Forwards documents such as motions, etc. to the attention of chambers staff.
- Routine travel to divisional office(s) is required.
- Performs other 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. Specialized experience includes progressively responsible clerical work requiring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should have excellent written, organizational and communication skills. Excellent computer skills with a minimal data entry speed of 45 wpm. Valid

driver's license required. 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 via Facsimile, Mail or Email to:

**United States Bankruptcy Court
Confidential Announcement #2009-06
P. O. Box 8347
Savannah, GA 31412**

or

Fax to: 912-650-4135

or

laura_mclaren@gas.uscourts.gov