



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

Vacancy Announcement #2009-01

POSITION: Electronic Court Recorder Operator/Case Administrator (Full-time Indefinite)

LOCATION: Brunswick, Georgia

STARTING SALARY: CL 25/01 - CL 25/61 (\$36,022 - \$58,567 annualized) depending upon qualifications.

CLOSING DATE: Until filled.

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

- Make verbatim recordings of court proceedings on digital audio and tape recording equipment.
- Create detailed log notes of court proceedings and the participants involved in court proceedings using an automated program.
- Receive and process tape duplication and transcript request orders; catalogue CDs, tapes and log notes; and maintain their proper storage.
- Maintain courtroom recording and sound system equipment by monitoring operation of same and notifying automation staff of needed cleaning, adjustment and/or repair.
- Manage the progression of bankruptcy cases by maintaining official case records in the CM/ECF automated system; make accurate and concise summary entries on the case docket; scan and/or convert pleadings to electronic format; perform necessary noticing, and ensure that all imaged documents (pleadings, petitions, motions, notices, orders, etc.) are properly linked.
- Monitor the completion of required procedural steps and perform the necessary quality assurance, noticing, administrative and clerical tasks.
- Review incoming documents to ensure conformance with appropriate rules, practices, and procedures and to establish dates for calendaring of court hearings.
- Examine documents to determine nature of action for appropriate follow-up.
- Interact with the public, attorneys and trustees providing non-legal and procedural information.
- Routine travel to divisional office(s) is required.
- Provide general office support and perform other related administrative/clerical duties as assigned.

QUALIFICATIONS: Qualified applicants must be a high school graduate or equivalent with a minimum of two years progressively responsible clerical experience. Some educational credits may be substituted for experience. 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 since frequent contact is with a wide variety of individuals within and outside the Judiciary. College degree, higher education courses, and/or prior court/legal experience is preferred.

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. Specialized experience includes broad knowledge of the Bankruptcy Codes and Rules; local rules and procedures concerning the processing of cases filed under the Bankruptcy Code. Broad knowledge of Word Perfect, Excel, Adobe Acrobat, Internet browsers and regular use of scanning equipment are desirable. 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;
- Candidates who are unwilling to relocate to Brunswick, Georgia at their own expense should not apply;
- 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, dental, vision 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 #2009-01
P. O. Box 8347
Savannah, GA 31412**

or

Fax to: 912-650-4135

or

laura_mclaren@gas.uscourts.gov