



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement #2009 - 4

POSITION: Case Administrator I (Case Opening Section)

LOCATION: Savannah, Georgia

CLASSIFICATION/SALARY: CPS CL 23/01 - CL 23/61 (\$30,493 – \$49,553)

Starting salary commensurate with work experience, previous federal government service, and prior pay history. Potential salary progression to CL 24 without further competition.

CLOSING DATE: Open Until Filled

POSITION OVERVIEW: This is a full-time indefinite position located in the Case Opening Section of the United States Bankruptcy Court, Southern District of Georgia, Savannah Division. A Case Administrator I manages the progression of newly opened bankruptcy cases by performing docketing, quality assurance, noticing and related administrative/clerical tasks. The incumbent also performs cashier and customer service duties.

REPRESENTATIVE DUTIES:

- Receive and receipt in the CR/ECF automated system incoming filing fees;
- Manage the opening of bankruptcy cases in the CM/ECF automated system, making summary entries on the case docket, and ensuring that all imaged documents 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 the calendaring of court hearings and 341 meetings;
- Examine documents to determine nature of action for appropriate follow-up, including deficiency notice and/or dismissal;
- Interact with the public, attorneys and trustees providing non-legal, procedural information;
- Provide general office support and perform 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 progressively responsible administrative and clerical experience involving the routine use of computers and related equipment, word processing programs and Internet browsers. Knowledge of the purpose and content of legal documents and terminology desired. Knowledge of local court rules, practices,

procedures and forms as they relate to cases filed under the Bankruptcy Code highly desired. Excellent interpersonal skills, attention to detail, judgment and maturity are necessary to effectively communicate with the general public, attorneys, and court personnel. Candidate must be a team player who is dependable, flexible and able to work in a multitasking, fast-paced environment. This position encompasses a great deal of responsibility and requires a self-motivated individual with a professional attitude and the ability to work collaboratively. College degree, higher education courses, and/or prior bankruptcy court experience preferred.

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 will 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;
- 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, judicial branch employees serve under excepted appointments, are considered “at will” employees, and are not subject to the employment classifications/regulations of competitive civil service. However, judiciary employees are entitled to benefits similar to those of other federal government employees including: paid holidays, vacation and sick leave; health insurance; life insurance; long term care insurance; pre-tax flexible spending accounts; and participation in the federal employee retirement system with investment opportunities through the Thrift Savings Plan.

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

**United States Bankruptcy Court
Confidential Internal Announcement #2009 - 04**

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

or

Fax to: 912-650-4135

or

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