



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

<http://www.gasb.uscourts.gov>

Vacancy Announcement #2018-07

POSITION: Case Administrator
LOCATION: Brunswick, Georgia
CLASSIFICATION LEVEL: CL 24 / CL 25 *
SALARY RANGE: \$36,645 - \$65,799
*Starting salary commensurate with qualifications and experience.
CLOSING DATE: Open until filled. Applications received prior to **July 9, 2018** will receive priority consideration. More than one position may be filled from this vacancy announcement.

POSITION OVERVIEW:

Case Administrators manage the progression of bankruptcy cases and adversary proceedings from opening to final disposition, and maintain official case records in the Court's automated system, Case Management/Electronic Case Filing (CM/ECF). Representative duties include, but are not limited to, reviewing incoming documents for conformity with federal and local rules; collecting appropriate filing fees; issuing notices and processing orders; generating reports to monitor the progression of cases and ensure the efficient movement of cases; making timely and accurate entries on the docket; opening cases and docketing subsequent pleadings and orders; discharging and closing cases; and performing quality control of documents. The incumbent communicates regularly with court staff, attorneys, trustees and other filers in person, via phone, and by email regarding case related matters, and handles other administrative, case management duties as assigned.

MINIMUM QUALIFICATIONS:

Candidates must possess a high school diploma or equivalent, and two (2) years of progressively responsible administrative or clerical experience such as that obtained in a law firm, bank, real estate/title office, or other work that demonstrates experience in the use of specialized terminology; the ability to apply a body of rules, regulations, directives, or laws; data entry involving the use of automated systems; and word processing. The successful candidate must possess: excellent computer and data entry skills with a demand for accuracy and quality assurance; sound judgment with the ability to apply concepts to determine the appropriate action to be taken; excellent communication, organizational, and customer service skills; attention to detail; exceptional verbal and written communication skills; the ability to work harmoniously in a team environment and maintain a professional appearance and demeanor at all times.

COURT PREFERRED QUALIFICATIONS:

Court, legal, docketing, case management experience. Familiarity with the CM/ECF (Case Management / Electronic Case Files) system. Knowledge of bankruptcy rules and procedures.

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.
- Relocation assistance is not available.
- 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, at any time without prior written or other notice.
- In the event a position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.
- Potential salary progression and/or promotion opportunity to the CL25 level may be considered without further competition or recruitment.
- Mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Only candidates selected for interview will be contacted.
- This is a “sensitive” position within the Judiciary. Employment will be considered provisional pending successful completion of an FBI fingerprint background check.
- The Bankruptcy Court is an Equal Opportunity Employer.

APPLICATION REQUIREMENTS:

Qualified applicants are invited to submit the following documents:

- 1) Federal Judicial Branch Application for Employment
(Form AO-78 available on the Court’s website under Court Information>Employment)

<http://www.gasb.uscourts.gov>

AND

- 2) Cover letter, resume, and 3 professional references to:

**United States Bankruptcy Court
Attn: Human Resources
Confidential Announcement #2018-7
P.O. Box 8347
Savannah, GA 31412**

or

via email to:

Bankruptcy_Clerk@gas.uscourts.gov

**E-mail subject line must reference Confidential Announcement #2018-7.
Applications submitted via e-mail must be in Adobe Acrobat (.pdf) format.**