

**United States Bankruptcy Court  
Southern District of Ohio  
Vacancy Announcement**

**Position: Case Administrator**

**Announcement No. 2004-1**  
**Location: Columbus, Ohio**

**Opening Date: January 26, 2004**  
**Closing Date: February 6, 2004**

**Two positions may be filled from this announcement. Initial appointment will be for a term of one year and one day from entrance on duty. Appointment may be extended or converted to career appointment without further advertising.**

**Classification Level/Starting Salary/Salary Range**

CL 24/01 (\$29,319.00 annually) or CL 25/01 (\$32,368.00 annually) depending on personal qualifications. Salary Range \$29,319.00 to \$52,646.00. A pay increase based on performance may be available after six months.

**Position Overview**

A Case Administrator maintains the official case record from opening to final disposition, and is responsible for making summary entries of documents and proceedings in an automated environment. This includes, but is not limited to, such things as: pleadings, petitions, motion, complaints, minutes and orders. Assists in case management by ensuring that all automated entries are appropriately linked. Prepares and transmits to appropriate parties items such as: notices, judgment and orders.

**Qualification Requirements**

To qualify, a person must have a minimum of one year of specialized experience. An associate degree or higher from an accredited college or university in paralegal studies, business, or related field, is preferred. Experience with desktop computer applications and the Internet is required.

Specialized experience is defined as progressively responsible administrative/clerical experience requiring the regular and recurring 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**Promotion Potential**

Promotion potential to CL 25 without further advertising if hired at the CL 24 level.

## Employee Benefits

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of medical coverage from a wide variety of plans.
7. Life insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan) .
10. Participation in the Judiciary's Long Term Care Insurance program.
11. Participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding).

## How to Apply

A copy of the standard application form can be downloaded from [www.ohsb.uscourts.gov](http://www.ohsb.uscourts.gov), or at the address below. To apply for this position, please submit the standard application form in person, by regular mail or fax to:

John E. Cooke, Human Resources Specialist  
U. S. Bankruptcy Court  
120 West Third Street  
Dayton, Ohio 45402  
Fax: 937-225-2954

## Additional Information

- 1. Must be a citizen of the United States. Limited exceptions permit the employment of citizens of countries allied with the United States in the current defense effort and, sometimes under specific conditions, of citizens of certain other countries.**
- 2. Successful candidates are subject to a name/records check through the Federal Bureau of Investigation or National Crime Information Center (NCIC).**
- 3. The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.**
- 4. Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.**

**THIS COURT IS AN EQUAL OPPORTUNITY EMPLOYER**