

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

**Vacancy Announcement
Announcement Number: 2018-7**

Position Title:	Case Administrator I
Position Type:	Full-Time, Permanent
Location:	Cincinnati, Ohio
Salary:	CL 24 \$38,074 - \$61,880 (based upon qualifications)
Opening Date:	October 4, 2018
Closing Date:	Open until filled

POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is hiring for the position of Case Administrator I, located in Cincinnati, Ohio. This position maintains the official case record in the court's automated Case Management/Electronic Court Filing System (CM/ECF) from opening to final disposition and is responsible for making summary entries of documents and proceedings in CM/ECF. A Case Administrator I receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. A Case Administrator I assists in case management by ensuring that automated entries are appropriately linked. A Case Administrator I prepares and transmits to appropriate parties items such as notices, judgments and orders. A Case Administrator I reports to the Case Administrator Supervisor.

REPRESENTATIVE DUTIES

- Accepts, reviews and processes documents. Quality-checks attorneys' docket entries and filings. File stamps and scans paper documents and makes appropriate docket entries regarding the document. Prepares deficiency forms and notices. Reviews filed documents to determine conformity with rules, practices, and filing requirements and takes appropriate action. Ensures that the correct recipients receive court-generated notices. Reviews reports for expiring deadlines. Prepares correspondence regarding file inquires, docket sheets, and other file request information. Makes summary entries on documents and proceedings. Assigns claim numbers and updates the creditor and claim databases.

- Refers cases to bankruptcy judges or chambers staff for action.

- Checks for prior or prohibited filing. Verifies attorney's authority to practice. Monitors for release of exhibits and sealed documents. Verifies and issues summons.

- Informs customers of required fees, receives payments and issues receipts. Performs cashiering duties including the balancing of the cash drawer at the end of the day. Ensures funds in cash registers are secured at all times.

- Provides effective customer service without providing legal advice.
- Maintains court files and the 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. Certifies court documents and ensures data quality.
- Prepares, ships, and retrieves records from the appropriate Federal Records Center. Processes incoming and outgoing mail, and maintains the meter and mail log.
- Operates a variety of office equipment. Answers and routes incoming calls. Prepares case files for tracking records. Assists the public in use of computerized databases. Provides basic information to public, bar, and the court.
- Transmits notices to the Bankruptcy Notice Center.

MINIMUM QUALIFICATIONS

To qualify for this position at the entrance level, a person must be a high school graduate or equivalent with a minimum of two years of general experience and one year of specialized experience equivalent to work at CL-23.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. 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 human resources/payroll operations.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

BENEFITS

Benefits include:

- Paid vacation and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employee's Health Benefits Program
- Optional participation in the Federal Employees Vision and Dental Insurance Program
- Optional participation in the Federal Employee's Group Life Insurance Program

- Optional participation in the pre-tax flexible spending accounts program, including Health Care Reimbursement Account, Dependent Care Reimbursement Account
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed
- Optional participation in the Judiciary's Long Term Care Insurance program
- Employee Assistance Program (wellness program)
- Virtual Learning, including the Judicial Online University
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The court is a part of the Judicial Branch of the United States Government.

Employees of the court serve under "Excepted Appointment" and are considered "At-Will" employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The court is not authorized to reimburse the successful candidate for relocation expenses.

The court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Applicants must email the following documents in PDF format:

- Cover Letter
- Resume
- Form AO 78 Federal Judicial Branch Application for Employment (located on the court's website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>)

Email the PDF documents to: OHSB_HR@ohsb.uscourts.gov.

Please refer to Announcement #2018-7 in the subject line of your email transmittal.