



**U.S. BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

VACANCY ANNOUNCEMENT
ANNOUNCEMENT # 2016-09

THIS IS A YEAR AND A DAY APPOINTMENT

POSITION: CASE ADMINISTRATOR

LOCATION: COLUMBUS, OHIO

OPENING DATE: DECEMBER 12, 2016

CLOSING DATE: DECEMBER 31, 2016

Salary Range (Classification Level) CL 25 (\$40,219 - \$65,368)
Starting Salary commensurate with qualifications and experience

Position Description

A Case Administrator 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. This includes, but is not limited to, such things as: pleadings, petitions, motions, 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, judgments and orders.

Representative Duties

- Makes summary entries on all documents and proceedings. Assigns claim numbers. Receives and docketed terminating documents. Performs quality control on attorney docketed entries. Accepts, reviews and processes documents. Prepares deficiency worksheets/notices. Reviews filed documents to determine conformity and takes appropriate action and follows up with rules, practices, and filing requirements. Prepares correspondence regarding file inquires, docket sheets, and other file request information.
Reviews new appeals for jurisdiction and initial docketing issues. Sets schedules for briefing and record preparation. 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. Secures funds in cash register. Periodic balancing of the cash drawer at the end of the day and periodic processing of credit card payments for filed documents may be performed.
- Creates and processes new case files. Opens cases in case management system. Dockets initial opening events. Sorts, classifies, and files case records. Maintains 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.

Representative Duties cont'd

- Prepares, ships, and retrieves records from the appropriate Federal Records Center. Scans, sorts and processes mail. Processes e-mail received from electronic filers. Maintains the mail meter and meter log. Receives and stamps incoming documents. Maintains court files.
- 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.
- May record court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems and assisting with the orderly flow of proceedings.
- Opens and processes notices of appeals and appeal related documents.
- Updates creditor and claims database. Notes objections, orders, assignments, or withdrawals on claims register. Transmits records to appropriate court. Transmits notices to the Bankruptcy Notice Center. Ensures event codes are entered accurately.
- Performs other duties as assigned.

Minimum Qualification Requirements

To qualify for this position a person must be a high school graduate or equivalent with a minimum of two years of general experience and two years of specialized experience. One of the two years of specialized experience must be equivalent to work at the CL-24 level.

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.

Benefits

- 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, the Federal Employees Vision and Dental Insurance Program and the Federal Employee's Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program
- Optional participation in the Thrift Savings Plan (tax deferred retirement savings plan)
- Optional participation in the Judiciary's Long Term Care Insurance program
- Optional participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding)

Additional Information

- Applicants must be a citizen of the United States or be authorized to work in the United States

- Selected Candidate will be subjected to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- Employees of the United States Bankruptcy Court are “At Will” employees and can be terminated with or without cause by the court.
- Selected Candidate will be subject to a 90-day probationary period
- Employees must adhere to A Code of Conduct for Judiciary Employees
- Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution

How to Apply

Please email the following in PDF format to: OHSB_HR@ohsb.uscourts.gov

- Cover Letter
- Current Resume
- AO 78 Application for Judicial Branch Federal Employment located on the court’s website <http://www.ohsb.uscourts.gov> under the General Information Tab.

The Court will not reimburse candidates for travel connected with interviews or pay any relocation expenses.

Only those applicants selected for interviews will be contacted.

Only those interviewed will be notified of the selection outcome.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER