

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

**Vacancy Announcement  
Announcement Number: 2020-08**

|                 |  |
|-----------------|--|
| Position Title: | Case Administrator I   |
| Position Type:  | Full-Time, Permanent   |
| Location:       | Dayton, Ohio   |
| Salary:         | CL 24 \$39,365 - \$64,035 (based upon qualifications)<br>Promotion potential to CL 25 without further<br>advertisement or competition. |
| Opening Date:   | October 26, 2020   |
| Closing Date:   | Open until filled (preference given to applications<br>received by November 30, 2020)  |

**POSITION OVERVIEW**

The United States Bankruptcy Court for the Southern District of Ohio is hiring for the position of Case Administrator I, located in Dayton, 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 reports to the Office Supervisor.

**REPRESENTATIVE DUTIES**

- Thoroughly quality-checks attorneys' docket entries and filings and takes appropriate and timely action when errors occur. Reviews error report daily and takes appropriate action timely. Ensures that the correct recipients are selected for service of court-generated notices.
- Accurately and promptly processes docket entries, case filings, and deadlines pursuant to Local Bankruptcy Rules, General Orders, and district-, location-, or chambers-specific guidelines, including the Electronic Manual and other materials made available on the Intranet. Processes new and converted cases, including docketing appropriate case opening events as applicable. Processes new adversary proceedings, including verifying and issuing summonses for pro se plaintiffs. Dockets and issues signed orders, including use of the correct CM/ECF event, service on the appropriate parties, and linkage to the correct motion or application. Issues court-generated orders and notices (e.g. form orders) according to the standards established for the relevant procedure. Processes paper documents.
- Reviews motions for proper format, linkage, appropriate event usage, and all other requirements. Prepares the necessary Non-Compliance Order in accordance with the motion/document review process.
- Issues Chapter 7, Chapter 12, and Chapter 13 discharges upon eligibility in accordance with the guidelines and chambers-specific procedures. Reviews the docket to ensure that all necessary documents are filed or entered and deadlines have passed. Ensures that all matters which may prohibit entry of discharge in cases are resolved. Issues Chapter 11 discharges in accordance with chambers-specific procedures. Reviews the docket to ensure that all necessary documents are filed or entered and deadlines have passed. Ensures that all matters which may prohibit entry of discharge in cases are resolved.

- Audits Chapter 7, Chapter 11, Chapter 12, and Chapter 13 cases for eligibility to close. Checks the docket to ensure that all necessary documents are filed or entered and deadlines have passed. Ensures that all matters which may prohibit case closing are resolved.
- Receives and stamps incoming filings and documents and checks for prior or barred debtor/ prohibited filings. Dockets initial new case opening events and other docket entries in pro se cases filed at the Intake counter and received in the mail, as applicable, promptly and accurately.
- Processes mail each business day upon receipt by opening incoming documents and distributing pleadings, documents, or other content to the appropriate staff per interoffice procedures.

### 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 #2020-08 in the subject line of your email transmittal