



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA**

Vacancy Announcement: 16-004

Position: Case Administrator

Location: Montgomery, Alabama

Position term: Full-time

Salary range: CL 24/25 (\$40,272 to \$63,664) – based upon qualifications and experience

Opening date:

Closing date: Until filled

DESCRIPTION OF DUTIES

The United States Bankruptcy Court for the Middle District of Alabama is accepting applications for a full-time case administrator. Case administrators manage the progression of bankruptcy cases and adversary proceedings from opening to final disposition in the court's automated system. The incumbent receives and reviews incoming documents for conformity with federal and local rules; collects appropriate filing fees; answers telephone inquiries; provides instructions on proper filing procedures and non-legal information; sends notice as required by federal and local rules; discharges and closes cases in accordance with established procedures; generates reports to monitor the progression of cases, and performs quality control on documents filed by external filers. The incumbent communicates regularly with court staff, attorneys, trustees, and other filers in person, by phone, and by email regarding case-related matters and receipts for and reviews documents received while working at the intake desk.

QUALIFICATIONS

Required Qualifications

Candidate must possess the following: a high school diploma or equivalent. Additionally, the successful candidate must have two years of progressively responsible clerical or administrative experience, experience working in web-based environments, and data entry skills involving the use of automation and specialized terminology. The successful candidate must be able to demonstrate he or she has the ability to apply a body of rules, regulations, directives, or laws to a given scenario and must have good judgment with the ability to apply concepts to determine the appropriate action to be taken. He or she must have excellent computer skills with a demonstrated

history of accuracy and quality assurance and must possess excellent proofreading skills and attention to detail. Additionally, he or she must possess exceptional verbal and written communication skills, must be dependable, and must demonstrate the ability to work independently.

Finally, the successful candidate must be self-motivated; possess excellent organizational, interpersonal, team building, and analytical skills; possess tact, good judgment, and initiative; and portray a professional appearance and demeanor at all times.

Preferred Qualifications

A degree from an accredited college or university is highly preferred; and familiarity with electronic case filing, especially the case management/electronic case filing (CM/ECF) system, is highly desirable.

INFORMATION FOR APPLICANTS

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations, and they are considered "at will" employees. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

Benefits

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>. Creditable service time in other federal agencies or the military will be added to judiciary employment.

Application Procedures and Information

Qualified applicants must submit an original and three copies of the following:

1. an Application for Judicial Branch Federal Employment (Form AO78), which is available at <http://www.uscourts.gov/forms/AO078.pdf> ;
2. a cover letter and resume (including a salary history); and
3. a list of three professional references with current contact information.

Mail completed application packages to the following address:

United States Bankruptcy Court
Attention: Ms. Henrietta Foster, HR Manager
One Church Street
Montgomery, AL 36104

Background Check

As a condition of employment, the successful candidate will be subject to a background investigation which includes an FBI fingerprint. Employee retention depends upon a favorable determination of suitability.

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants upon request. Only the most qualified applicants will be considered for interviews. Applicants selected for interviews may be required to provide copies of official transcripts.

This vacancy may be modified or withdrawn at any time without notice.

**THE UNITED STATES BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER**