



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

Vacancy Announcement: 17-002

Position: Case Administration Supervisor

Location: Montgomery, Alabama

Position term: (Full-time position)

Salary range: CL 27-28 (\$48,170 to \$93,831)—based upon qualifications and experience

Opening date: August 3, 2017

Closing date: until filled

Description of Duties

The case administration supervisor is an administrative position that reports directly to the chief deputy clerk. This position offers an opportunity for a team player who is self-motivated and detail oriented and who has demonstrated leadership skills, problem-solving ability, and a strong work ethic. The case administration supervisor performs supervisory work related to the full range of court operational duties. The incumbent serves as the first-line supervisor over areas of court operations (e.g. intake, electronic court recording operators (ECROs), records, mail management, and data quality) and leads projects on matters involving court operations and process improvements.

Minimum Qualifications

- U.S. citizen or eligible to work in the United States.
- High school graduate or equivalent.
- Excellent oral and written communication skills.
- Specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience.
- Skill in developing the interpersonal work relationships needed to lead a team of employees.
- The ability to exercise mature judgment.
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the policies applicable to the court unit.
- Have at least one year experience at or equivalent to CL-26.

Desirable Qualifications

- A college degree is highly preferred.
- Knowledge and understanding of policies, procedures, and functions related to court

operations.

- Knowledge of project management principles; proficiency in process improvement, problem solving, trouble shooting, and creative solution development.
- Ability to lead meetings and communicate effectively one-on-one, in small groups, and in large groups.
- Ability to apply a body of rules, regulations, directives, or laws.
- Strong attention to detail and organization skills.
- Ability to multi-task and successfully manage multiple priorities to completion.
- Knowledge of case management/electronic case filing (CM/ECF) and data quality practices.
- Ability to maintain strict confidentiality and work under deadlines.

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 are considered 'at will' employees. This position is subject to mandatory participation in electronic funds transfer for payment of net pay and any travel pay.

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;
3. a writing sample;
4. a list of three references with current contact information.

The position will be filled as soon as we find a suitable candidate. Submit all of the above by mail as soon as possible to the following address:

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

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 testing and interviews.

As a condition of employment, the selected candidate must successfully complete a mandatory FBI fingerprint check and criminal record check.

EQUAL OPPORTUNITY EMPLOYER