

POSITION ANNOUNCEMENT

Announcement No: 2016-02

Date: November 18, 2016 (REV 11/30/16)

POSITION:	Case Administrator I
LOCATION:	U. S. Bankruptcy Court - Western District of Virginia Roanoke, VA.
CLOSING DATE:	December 16, 2016
SALARY RANGE:	\$35,470 - \$57,631 (CL 24)* <i>*Starting salary dependent upon qualifications and experience. Promotion potential to CL 25 without further competition.</i>

INTRODUCTION:

The Clerk's Office of the United States Bankruptcy Court for the Western District of Virginia, Roanoke Headquarters Office, is accepting applications for a full-time, permanent Case Administrator position.

POSITION OVERVIEW:

The Case Administrator is a fully proficient member of a team that manages the progression of bankruptcy cases and related adversary proceeding cases from intake/case opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative, and clerical tasks. As a member of a self-directed work team, the incumbent is responsible not only for the management of a range of cases, but also the work product and professional performance of the team.

REPRESENTATIVE DUTIES:

The incumbent monitors the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court. The incumbent must simultaneously manage many cases by monitoring for conformity with appropriate rules, practices and/or court requirements. Representative duties include, but are not limited to, reviewing the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database; checking for prior or prohibited filings; making timely and accurate entries on the docket; checking the docket to ensure all necessary documents are entered and deadlines are met; preparing notification of deficiencies regarding documents; processing orders in a timely manner; generating notices related to bankruptcy case events; auditing cases for discharge and closing; addressing inquiries regarding case information; collecting appropriate fees; furnishing information by phone, in writing, and at the front counter to the general public, members of the Bar, and other parties involved in bankruptcy cases; and processing incoming and outgoing mail.

QUALIFICATION REQUIREMENTS:

Candidates must be a high school graduate or equivalent with excellent computer proficiency, including the ability to learn the court's software programs, toggle between various open software programs, work with electronic files and folders, and use various computer applications/software and office equipment. Candidate must 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 data entry and report generation and analysis. Candidates must have the ability to consistently demonstrate sound ethics and judgment and have excellent written and verbal communication skills. Candidates should have progressively responsible clerical, office, or other work experience which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Accurate data entry skills and excellent proofreading skills are essential.

BENEFITS:

Full-time employees of the U.S. Bankruptcy Court Clerk's Office are eligible for a full range of benefits to include paid vacation and sick leave, retirement benefits under the Federal Employees Retirement System; tax-deferred retirement savings and investment options under the Thrift Savings Plan; health, life, dental, and vision insurance; long-term care insurance; flexible spending program; and 10 paid holidays per year. For additional information about employment with the federal courts, please visit www.uscourts.gov/careers

INFORMATION FOR APPLICANTS:

Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. No funds are available for reimbursement of travel expenses in connection with interviews. The court provides reasonable accommodations to applicants with disabilities. All applicants are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment of the selected candidate is provisional and contingent upon successful completion of a fingerprint background check. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court.

To be considered, qualified applicants must provide the following documents:

- * a letter of interest and resume, including at least three references and salary history;
- * a narrative statement (not to exceed two pages) that describes how their previous experience has prepared them for this position and elaborates on any of the preferred qualifications they may have;
- * a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://uscourts.gov/formsandfees/forms/AO078.pdf>

Above-referenced items must be sent to the below address and received by 4:30 pm on Friday, December 16, 2016.

Elizabeth Nichols, Chief Deputy Clerk
United States Bankruptcy Court
210 Church Ave., SW, Room 200
Roanoke, Virginia 24011

U.S. Bankruptcy employees are not covered under civil service appointment restrictions.

The U.S. Bankruptcy Court is an Equal Opportunity Employer.