



UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama

JOB ANNOUNCEMENT NUMBER: 2018-03

Position: Case Administrator (more than one position may be available)

Opening Date: June 26, 2018

Closing Date July 9, 2018

Starting Salary: CL 23/1 \$33,086 thru CL 25/5 \$ 42,153

POSITION OVERVIEW: The United States Bankruptcy Court for the Southern District of Alabama is accepting applications for the position of Case Administrator. This position reports to the Operations Supervisor. This position is located in the Operations Division of the Clerk's Office of the U.S. Bankruptcy Court in Mobile, AL.

DUTIES AND RESPONSIBILITIES:

- Greet members of the public, bar, and other court-related agencies at the court intake reception area.
- Input data and make summary entries into the court's Case Management/Electronic Case Filing (CM/ECF) system.
- Assure the quality of all documents and proceedings entered on the automated docket sheet.
- Perform various functions and are responsible for maintaining and processing case information and managing the progressions of cases from opening to final dispositions, in accordance with approved procedures and rules.
- Answer and respond to telephone and in-person inquiries from the public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answer and respond to inquiries from attorneys, chambers and related agencies about the CM/ECF system.
- Receive, stamp, and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.
- Scan documents received in paper format.
- Make copies of records for court personnel, attorneys, and others.
- Sort, classify, and file case records.
- Process and distribute incoming mail.
- Process and meter outgoing mail.
- Inform customers of required fees, receives payments and issues receipts.
- Perform electronic court recording of court proceedings.

REQUIRED QUALIFICATIONS:

- Must be a United States citizen or eligible to work in the United States.
- Must be a high school graduate, or equivalent.
- Must possess a minimum of at least two years general experience (for CL-23) or one year of specialized experience (for CL-25).*
- Must have solid computer skills.
- Must have excellent verbal and written communication and interpersonal skills.
- Must be well organized, detail-orientated, and self-motivated.
- Must be dependable and have a strong work ethic.
- Must display a pleasant and positive attitude and be service orientated.

PREFERRED QUALIFICATIONS

- Experience working in a federal or state court.
- Experience using a Case Management/Electronic Filing (CM/ECF) program.
- Experience working in the legal field.
- Experience using Microsoft Office products.
- Bachelor's Degree.

TO APPLY:

To apply for this position, please submit the following items:

- 1) a letter of interest
- 2) a chronological resume,
- 3) Federal Judicial Branch Application for Employment AO78, and
- 4) pdf of the completed package.

AO78 Form Link: www.uscourts.gov/forms/AO078.pdf

The application packet may be mailed or hand delivered to: **U. S. Bankruptcy Court, Southern District of Alabama, Human Resources - Announcement # 2018-03, 201 St. Louis Street, Mobile, AL 36602.**

Or, they can be sent as a PDF, via email, to: cheryl_watkins@alsp.uscourts.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER