



VACANCY ANNOUNCEMENT CASE ADMINISTRATOR

ANNOUNCEMENT NUMBER: 24-01

APPOINTMENT: Permanent, Full-time

LOCATION: Mobile, AL

OPENING DATE: January 26th, 2024

SALARY RANGE: CL 23/25 (\$39,212– \$59,966) based upon qualifications and experience.

AREA OF CONSIDERATION: Open to all

CLOSING DATE: The position is open until filled. First preference will be given to qualified applicants whose applications are received by 5:00 p.m. on February 9th, 2024, although applications will be reviewed on a rolling basis.

The United States Bankruptcy Court for the Southern District of Alabama is accepting applications for a full-time case administrator. Using the court's automated system, case administrators manage the progression of bankruptcy cases and adversary proceedings from opening to final disposition. 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

Candidates must possess a high school diploma or equivalent. Additionally, the successful candidate must have one year of progressively responsible clerical to qualify for CL 23 level. To qualify for CL 25 level, the successful candidate must have at least two years of progressively responsible clerical work 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 can 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. 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 always portray a professional appearance and demeanor.

Preferred Qualifications

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 are classified as at will employees. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

BENEFITS:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

HOW TO APPLY:

All interested persons must submit a **single** PDF containing:

- Cover letter,
- Resume; Completed AO 78 Application Form, which may be obtained at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- The names and contact information for three professional references.

Application packages must be emailed to Rachel_Pomerat@alsb.uscourts.gov. **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the positions at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected for an interview will be contacted.

BACKGROUND CHECK:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the successful candidate will be subject to a background investigation which includes FBI fingerprints. 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.

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

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER