

# UNITED STATES BANKRUPTCY COURT

DISTRICT OF South Carolina

Ann. No. 12-04

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Announcement Date: August 14, 2012

Closing Date: August 21,  
2012 or Until Filled

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**Position Title:** Administrative Specialist  
**Location:** Columbia, South Carolina  
**Classification Level:** CL 27 (annually \$45,928 - \$74,628)

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## **DUTIES AND RESPONSIBILITIES:**

This position is a fulltime position located in the Clerk's office of the U.S. Bankruptcy Court. The Administrative Specialist performs and coordinates administrative, technical, and professional work related to multiple administrative functions (such as procurement, property management, space and facilities, financial, budgetary, human resources, and/or statistical maintenance activities), including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

## **QUALIFICATIONS:**

Applicant must be a high school graduate or equivalent and have at least two years general experience and three years specialized experience requiring the regular and recurring application of clerical and administrative procedures. 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 word processing, data entry and report generation. The applicant must be able to multi-task, be highly self-motivated, and maintain confidential information. General knowledge of court operations and functions, including procurement and budgeting is preferable. Must be able to communicate effectively both orally and in writing. Education above the high school level in an accredited institution may be substituted for certain of the specialized experience requirements.

## **APPLICATION PROCEDURES:**

Qualified individuals are requested to submit a resume which includes educational, employment and salary history; along with three work references including phone numbers, and Form AO78 (Application for Judicial Branch Federal Employment available at <http://www.uscourts.gov>) To [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov). The Court prefers to

receive this information by e-mail. Applicants submitting by e-mail should not send a duplicate copy by mail.

If e-mail is unavailable, the foregoing may be mailed to:

**U.S. Bankruptcy Court  
1100 Laurel Street  
Columbia, South Carolina 29201  
Vacancy Announcement # 12-04**

Appointment to this position is provisional, contingent upon a background investigation and retention depends upon a favorable determination. All court employees are “at will” employees and therefore the appointee may be removed from this position at any time if the appointee fails to perform at a satisfactory level. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

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