

United States Bankruptcy Court District of South Carolina

Vacancy Announcement 24-06

Case Administrator



Columbia, South Carolina

www.scb.uscourts.gov



Position Details

Salary Range:

\$43,414 – \$77,966 (CL 24/25 depending on qualifications)

**The salary usually begins in the low to middle portion of the range provided above, depending upon qualifications, experience, and guidelines of the Administrative Office of the U.S. Courts. Promotion to a higher level is dependent on the needs of the office, assigned work duties, and individual performance.*

Closing Date:

Open until Filled

Preference Given to Applications

Received by **May 21, 2024**

Benefits Include:

- Accrual of paid vacation and sick leave
- 11 paid holidays
- Telework opportunities
- 40-hour work week
- Participation in the federal pension program
- Employer-matching contributions (up to 5%) to the federal employee retirement savings plan (similar to 401K)
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- Retirees may carry insurance plans into retirement while paying the same premiums as employees

The United States Bankruptcy Court for the District of South Carolina is seeking applicants for a full-time Case Administrator in its Columbia office. The position offers an excellent opportunity to start or continue a career in federal service. The Clerk's Office consists of employees located in three divisions throughout the district (Charleston, Columbia, and Greenville) who support the bankruptcy judges. The Clerk's Office offers a stable, friendly, and professional work environment.

Position Overview:

A Case Administrator manages the progression of bankruptcy cases and related proceedings from case opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and verifying the accuracy of documents filed using the Case Management/Electronic Case filing (CM/ECF) docketing system. A Case Administrator performs docketing, noticing, and administrative and clerical tasks. A Case Administrator also provides excellent customer service when responding to inquiries on case status and general office support. The position reports directly to the Operations Manager.

Position Duties & Responsibilities:

- Provide information, forms, and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.
- Open cases in the case management system, process initial case assignments, and docket initial opening events. Check for prior or prohibited filings.
- Manage bankruptcy cases to ensure timely progression from case opening to final disposition.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Prepare and analyze required reports to ensure all case files and related information are accessible and adhere to quality assurance standards. Make corrections to the case record to comply with local and national procedures.
- Review and enter orders and process for mailing or electronic notice.
- Prepare and process notices for mailing or electronic notice.
- Receive and review incoming documents to determine conformity with appropriate federal and local rules, practices, and procedures.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that required documents are filed and all procedures completed (check for pending motions, fees due, pending deadlines and hearings).
- Research local rules and the Operations Manual.
- Test new procedures and processes to provide necessary feedback.
- Communicate effectively with customers and external filers and assist attorneys and the public with questions regarding bankruptcy procedures, status of cases and dates and locations of hearings.
- Provide backup coverage for team members and other departments as required.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent is required.
- A minimum of one year of specialized experience. Specialized experience is progressively responsible experience requiring the regular and recurring application

- Eligibility for Public Service Loan Forgiveness
- For more information on the Judiciary's competitive benefits, visit www.uscourts.gov/careers/benefits.

of clerical or administrative procedures that 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 or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

- Strong organizational, analytical, and verbal and written communications skills.
- Proficient with Adobe Acrobat, Outlook, and Microsoft Office products.
- Ability to interact effectively with others, provide customer service, and resolve difficulties while complying with regulations, rules, and procedures.
- Ability to adapt and learn new technologies.
- Dependable, with a commitment to attendance and punctuality.
- Exceptional customer service skills and proficiency in multi-tasking, prioritizing duties, and time management.
- Ability to exercise initiative in handling problems encountered while performing assigned duties.
- A professional appearance and demeanor are required, and applicants must be generally cordial, responsive, and helpful to others including litigants without counsel.
- Ability to work independently as well as in a team environment.

Preferred Qualifications:

- Experience in a court system or a legal work environment specializing in bankruptcy.
- Familiarity with CM/ECF.

Conditions of Employment:

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, available to applicants for review [here](#).

Application Procedure:

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants must submit **ALL** of the following documents (please submit only requested documents):
 - a current, detailed **resume with three professional references**;
 - a **letter of interest** explaining how your experience relates to the position requirements; and
 - the **Judicial Branch Federal Employment Application** (Form AO-78), available at: www.scb.uscourts.gov/employment-opportunities.
- Qualified applicants must submit their application packets as **one PDF** to scbc_employment@scb.uscourts.gov with the email subject titled "Vacancy 24-06." All required documents must be submitted to be considered for this opportunity; incomplete packets will not be considered.
- Qualified applicants will be screened and selected based on experience, education, and training.

The U. S. Bankruptcy Court of South Carolina is not authorized to reimburse candidates for interview or relocation expenses. As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check. The U. S. Bankruptcy Court of South Carolina

reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

U.S. Bankruptcy Court District of South Carolina IS AN EQUAL OPPORTUNITY EMPLOYER

All court employees, including U. S. Bankruptcy Court District of South Carolina Employees, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. Judiciary employees are "at will" employees. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).