

United States Bankruptcy Court District of South Carolina

Vacancy Announcement 24-07

Case Administrator/Courtroom Deputy



Greenville, South Carolina

www.scb.uscourts.gov



Position Details

Starting Salary Range:

\$47,966 - \$85,844 (CL 25/26 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 **June 7, 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
- Eligibility for Public Service Loan Forgiveness

The United States Bankruptcy Court for the District of South Carolina is seeking applicants for a full-time Case Administrator/Courtroom Deputy in its Greenville office. The position offers an excellent opportunity to start or continue a career in federal service. The Clerk's Office is comprised 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. Relocation bonus possible for qualified applicants conditioned upon a service agreement for a fixed period.

Position Overview:

A Case Administrator/Courtroom Deputy performs various case processing and courtroom functions. Case processing includes maintaining and processing case information, managing the progression of cases, performing docketing and noticing, and maintaining official case records. Courtroom services include electronic court recording, calendaring, taking notes during court proceedings, and providing general courtroom assistance. This position reports to the Operations Manager and occasional travel, including overnight travel within the district, may be required.

Position Duties & Responsibilities:

- Maintain and process case information and manage the progression of cases from opening to final disposition.
- Review the progression of cases, including monitoring deadlines and the filing of orders, pleadings, and other documents.
- Perform docketing, process orders, perform noticing duties as needed, prepare case documents for appeal, and monitor the completion of required procedural steps.
- Review filed documents for conformity and take appropriate action as needed.
- Ensure all orders and automated entries are appropriately and accurately docketed.
- Calendar and log court proceedings; make summary entries on the docket of documents and proceedings.
- Utilize reports and information from CM/ECF to obtain case status and for reporting purposes.
- Attend and record court proceedings in person.
- Assist with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring the presence of all necessary participants, managing exhibits, assisting witnesses, and maintaining courtroom decorum.
- Perform Electronic Court Recorder Operator (ECRO) duties.
- Perform general case administration duties and other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent is required.
- At the CL 26 level, applicants must have a minimum of one year of specialized experience. Specialized experience is progressively responsible experience requiring the regular and recurring application of clerical or administrative procedures that demonstrate an 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 and legal counsel offices.

- For more information on the Judiciary's competitive benefits, visit www.uscourts.gov/careers/benefits.

About Greenville

Located in Upstate South Carolina at the foothills of the Blue Ridge Mountains, Greenville is one of the top ten fastest growing cities in the United States. It has a thriving downtown with events year-round, unique shops located on its award-winning Main Street, and outdoor activities at Falls and Unity Parks, the Swamp Rabbit Trail, and nearby mountains and state parks. These qualities have allowed Greenville to emerge on the national spotlight, winning various awards, including Condé Nast Traveler's Best Cities in the U.S. Readers' Choice Awards for 2023 and Good Housekeeping's Must-See Cities for 2024. For more information on one of the top places to live in the country, please visit www.visitgreenvillesc.com.

- Ability to apply critical thinking and leadership skills to respond effectively in essential situations.
- Proficient with Adobe Acrobat, Outlook, and Microsoft Office products.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills.
- Skill in multi-tasking and prioritizing duties.
- Ability to interact effectively with others, provide customer service, and resolve difficulties while complying with regulations, rules, and procedures.
- Excellent problem-solving skills and able to work with multiple software applications in a fast-paced environment.
- Ability to adapt and learn new technologies.
- Dependable, with a commitment to attendance and punctuality.
- A professional appearance and demeanor are required, and applicants must be generally cordial, responsive, and helpful to others including litigants without counsel.

Preferred Qualifications:

- A bachelor's degree in a related field or a Paralegal Certificate.
- One year of case management experience in the federal court system.
- Experience in a court system or a legal work environment specializing in bankruptcy.
- Advanced familiarity with CM/ECF.

Desirable Personal Characteristics:

The United States Bankruptcy Court District of South Carolina strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. A successful candidate possesses the following qualities: optimistic, honest, helpful, curious, adaptable, committed, and accountable. Successful candidates must: be highly organized; possess tact, good judgment, poise, and initiative; and maintain a professional appearance and demeanor. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Candidates must be flexible, conscientious, and able to balance the demands of varying workload responsibilities and deadlines.

Application Procedure:

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants must submit **ALL** 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 titled "Vacancy 24-07." 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).