



UNITED STATES BANKRUPTCY COURT DISTRICT OF SOUTH CAROLINA

Vacancy Announcement #17-05

POSITION: Case Administrator/Courtroom Deputy – Full Time

LOCATION: Spartanburg, SC

CLASSIFICATION/STARTING SALARY: CL 25 \$39,796 – \$64,718 annualized, depending upon qualifications. Promotion possibility to CL 26 (\$43,840 to \$71,247) without further competition.

CLOSING DATE: Tuesday, August 22, 2017, at 5:00 p.m.

POSITION OVERVIEW: The Court is recruiting for a well-organized, detail oriented individual who possesses excellent time management skills and enjoys variety in job duties and responsibilities. The selected candidate's primary duties will involve maintaining and processing case information and managing the progression of cases from opening to final disposition, managing the judge's caseload, attending and logging court proceedings, processing orders and recording proceedings.

REPRESENTATIVE DUTIES:

Representative case administration duties include, but are not limited to, entering judgments and other actions on court dockets; preparing statistical records of cases; performing data quality control on attorney docketed entries of all documents and proceedings on the docket; and performing docketing functions in CM/ECF. Incumbent will generate deadlines and deficiency notices of missing or erroneous documents; assist in case management by ensuring that all automated entries are appropriately linked for proper case management; and perform other case administration duties as assigned. Occasional travel, particularly within the district, may be required. Representative courtroom deputy duties include, but are not limited to, maintaining control of the cases assigned to the judicial officer; examining all documents for conformity with the rules of practice; and calendaring and regulating the movement of cases by fixing dates and times for hearings on motions, pre-trial hearings and trials. Confer with attorneys, acting as liaison between the judicial officer and counsel; call the court to order; note appearance of counsel during court proceedings. Mark, store and return exhibits. Take hearing notes and summary minute entries.

QUALIFICATIONS:

Applicants must be a high school graduate or equivalent. The successful candidate will be able to handle multiple and varied tasks simultaneously; possess excellent verbal and written communication skills; demonstrate solid time management skills; display proficiency in the use of computers and software applications; must be dependable, professional, and consistently exercise

sound judgment; and exhibit excellent organizational skills. College degree, familiarity with CM/ECF and/or prior court/legal experience are preferred.

SPECIALIZED EXPERIENCE:

Minimum two years of specialized experience. Specialized experience is progressively responsible clerical or administrative work including the use of legal terminology, and the application of a body of rules, regulations, directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, real estate and insurance companies. Knowledge of clerk's office case management procedures, Bankruptcy Code and Rules, and the Court's local rules and general orders required.

EDUCATIONAL SUBSTITUTIONS:

Educational substitutions may be made for some of the required experience. Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

INFORMATION FOR APPLICANTS: Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees. Judiciary employees must adhere to a Code of Conduct. The applicant who best suits the needs of the Court will be selected.

- Interviewees may be subject to a full National Crime Information Center (NCIC) background check.
- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position.
- Potential salary progression may be considered without further competition.
- A mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Incomplete resumes will not be considered.
- Expenses for interviews or relocation are not authorized for reimbursement.
- The court is an EQUAL OPPORTUNITY EMPLOYER.

TO APPLY: Qualified individuals must submit a letter of interest, a resume, a completed Federal Judicial Branch Application for Employment (AO 78) and three professional references to sbc_employment@scb.uscourts.gov. Applicant must state in the subject line "Case Administrator/Courtroom Deputy 17-05."