



UNITED STATES BANKRUPTCY COURT DISTRICT OF SOUTH CAROLINA

Vacancy Announcement #21-04

POSITION: Case Administrator – Full Time

LOCATION: Charleston, SC

CLASSIFICATION/STARTING SALARY: CL 24 – CL 25 (\$38,694 - \$69,462) annualized, depending upon qualifications.

CLOSING DATE: Friday, August 6, 2021, 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 duty will be to manage and maintain official case records. The position may be promoted to a Case Administrator II without further advertisement upon assumption of the duties associated with that position and meeting the qualifications associated with that position.

REPRESENTATIVE DUTIES:

The Case Administrator performs docketing, monitors the completion of the required procedural steps, and performs the necessary noticing, administrative and clerical tasks. The incumbent also prepares case documents for appeal, reviews filed documents to determine conformity and takes appropriate action, and ensures that all orders and automated entries are appropriately and accurately docketed. Provides excellent customer service when responding to inquiries on case status as well as providing general office support and performing other related duties as assigned.

QUALIFICATIONS:

To qualify for this position an applicant must be a high school graduate, or equivalent, with a minimum of two years specialized administrative/clerical experience. To qualify for the CL 25 level, one of the two years specialized experience must be equivalent to work at the CL 24 level. Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Applicants must be team players who are dependable, detail oriented and able to work in a multitasking, fast-paced environment. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the Judiciary is required.

PREFERRED QUALIFICATIONS:

College degree, higher education courses, and/or prior court/legal experience is preferred. Preference may be given to applicants with prior federal court 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 is preferred. Broad knowledge of Word Perfect, Excel, Adobe Acrobat, Internet browsers, automated case management systems and scanning equipment are desirable.

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 one single document in a PDF format, which includes: a letter of interest, resume with salary history, 3 professional references, and a completed AO 78 (Application for Judicial Branch Federal Employment). Applications must be emailed to scbc_employment@scb.uscourts.gov with the subject line "Case Administrator 21-04." Applications not in a single PDF document, or otherwise do not conform with these instructions, may not be considered. The AO 78 can be found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.