

**UNITED STATES BANKRUPTCY COURT**  
**DISTRICT OF SOUTH CAROLINA**

Ann. No. 06-04

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**Announcement Date: July 23, 2006**                      **Closing Date: August 18, 2006**  
**or until filled**

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**Position Title: Operations Support Specialist**

**Location: Columbia, SC**

**Initial Salary Range: \$28K to \$42K**

**Classification Level: CL- 23 to 25 Depending on Qualifications**  
**Possible promotion potential to CL 26**

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The Operations Support Specialist provides both technical and administrative support to chambers, the court unit staff and to attorneys using the electronic filing system.

**REPRESENTATIVE DUTIES:** Installs, replaces and maintains automation equipment and software. Provides training, information and technical support to users on computer applications and other automated programs. Maintains inventory system of all automation supplies. Creates and provides quality control reports and assists with the overall quality assurance of database entries. Assist with developing and maintaining the court web page.

**JOB REQUIREMENTS:** Excellent automation, data entry and communication skills. Attention to detail and ability to learn processes used by staff and be able to quality-control data entries. Good knowledge of computer and database applications, maintenance of computer hardware and web development. A 2 or 4 yr degree is preferred. Legal office and electronic case filing experience a plus. Two years of general experience plus one year of specialized experience involving use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws. Education may be substituted for general experience.

APPLICATION PROCEDURE: Submit resume which includes job history, salary history, and three work references w/phone numbers, marked CONFIDENTIAL, to:

Human Resources Administrator,  
United States Bankruptcy Court  
1100 Laurel Street  
Columbia, South Carolina 29201

A background investigation will be conducted on the person selected for the position. 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. This job announcement may result in more than one position described herein being filled. The Court will only communicate with those qualified applicants who are selected for interview and testing. If you are not notified, another applicant was selected.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**