

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

Ann. No. 13-06

Announcement Date: November 15, 2013 **Closing Date:** open until filled
(First preference given
applications received
before December 2)

Position Title: Case Administrator II
Full-Time

Location: United States Bankruptcy Court
Charleston, SC Divisional Office

Salary: \$34,356.00 - \$61,709.00

Classification Level: CL-24-25 (depending on qualifications)

DUTIES AND RESPONSIBILITIES: This position is located in the Bankruptcy Court Clerk's Office - Charleston Division. The incumbent is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The case administrator performs docketing and noticing, manages the progression of cases, maintains the official case records, monitors the completion of required procedural steps, prepares documents for appeals, reviews filed documents to determine conformity and takes appropriate action, ensures that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. The case administrator may record court proceedings

QUALIFICATIONS: The candidate must possess excellent written and verbal communication skills as well as good organizational skills. Candidate must be able to perform well in a professional, progressive environment and maintain professional relationships with Judges, Court staff and the bar. Good computer skills in a Windows environment are necessary. Must be able to demonstrate strong analytical, problem solving, customer service skills, sound ethics, and judgment.

Preferred qualifications include prior federal court experience or paralegal experience; knowledge and understanding the of policies and procedures of the Court; knowledge of bankruptcy rules and procedures; demonstrated experience with technology, such as electronic calendars, CM/ECF, and courtroom technology equipment. Ability to successfully manage multiple priorities; proficient in the use of electronic databases and Word or Word Perfect; familiarity with the purpose and format of legal documents; knowledge of federal laws or regulations and/or bankruptcy rules and procedures.

APPLICATION PROCEDURE: Submit a cover letter with a resume which includes job history, salary history, and three work references w/phone numbers and AO Form 78, available at www.uscourts.gov/uscourts/formsandfees/forms/AO078.pdf, marked CONFIDENTIAL, to:

scbc_employ@scb.uscourts.gov

A background investigation will be conducted on the person selected for this 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.